

**Headquarters
Department of the Army
Washington, DC**

***Army Regulation 95-2**

Aviation

Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigational Aids

AR 95-2

Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigational Aids

This revision--

- Contains extensive new and updated information on how to initiate joint use of Army airfields.
- Incorporates Department of the Army implementation of Secretary of Defense policy on use of non-U.S. Government instrument approach procedures.
- Incorporates a table showing revised liability requirements for civil aircraft operations at Army airfields.
- Incorporates a Memorandum directing notification of the Federal Aviation Administration and the U.S. Army Aeronautical Services Agency of proposed construction or alteration of existing structures that could obstruct navigable airspace.

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This regulation was last revised on 10 September 1990. This printing publishes revision of this publication. Because this publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation covers U.S. Army air traffic control general provisions; qualifications and ratings; air traffic control awards program; certification of airfields, airspace, and special military operations requirements; terminal instrument procedures; aeronautical information; terminal air navigation; and approach facilities.

Applicability. This regulation applies to the Active U.S. Army, the U.S. Army National Guard, the U.S. Army Reserve, and all personnel who perform duties in U.S. Army ATC facilities and support facilities. This regulation is applicable during mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Operations and Plans (DCSOPS). The DCSOPS has authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSOPS may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or civilian equivalent.

Army Management Control Process. This regulation contains management control provisions and identifies key management controls that must be evaluated. The checklists contained in DA Circular 11-89-2 are superseded.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of HQDA (DAPR-FDV), WASH DC 20310-0460.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace Division, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-E, block number 3923, intended for command levels A, B, C, D, and E for Active U.S. Army, the U.S. Army National Guard, and the U.S. Army Reserve.

*This regulation supersedes AR 95-2, 10 August 1990.

Part One Introduction

Chapter 1

General

Section I Introduction

1-1. Purpose

This regulation prescribes U.S. Army policy, responsibilities, procedures and rules for airspace, airfields, flight activities, navigational aids and air traffic control (ATC).

1-2. References

Appendix A lists required and related publications as well as prescribed and referenced forms. Record keeping requirements are listed in Appendix A.

1-3. Explanation of Abbreviation and Terms

- a. Abbreviations and special terms used in this regulation are explained in the glossary.
- b. Unless specified otherwise, ATS/ATC facilities include tactical and installation operations.

Section II

Responsibilities

1-4. Secretary of the Army

The Secretary of the Army or authorized representative, unless otherwise stated in this regulation, has final authority for decisions concerning U.S. Army aviation, airspace, airfields, flight activities, navigational aids and air traffic control.

1-5. The Assistant Secretary of the Army (Installations, Logistics and Environment) (ASA I&E)

The ASA (I&E) or authorized representative, is responsible for general Secretariat oversight of U.S. Army Airfield (AAF) utilization, including the formulation, execution, and review of related policies, plans, and programs; the establishment of objectives; and the appraisal of performance.

1-6. The Director of Information Systems for Command, Control, Communications, and Computers. (SAIS)

The DISC4 is the Army proponent and has staff responsibility for spectrum management, including the registration and coordination of the ATC frequencies. The ODISC4 represents the US Army in the Aeronautical Assignment Group (AAG) and the Military Assignment Group (MAG) that is part of the substructure of the Interdepartment Radio Advisory Committee (IRAC).

1-7. The Deputy Chief of Staff for Operations and Plans

a. The DCSOPS has staff responsibility for airspace, U.S. Army aviation operations, and for developing ATC and flight procedures policy in coordination with other DOD, federal, state, local, national, and international agencies or individuals.

b. The DCSOPS is the U.S. Army principal member to the DOD Policy Board on Federal Aviation (DOD PBFA). The DCSOPS represents the Department of the Army (DA) to other DOD, federal, state, local, national, and international agencies or individuals.

c. The DCSOPS has the overall U.S. Army Staff responsibility for AAF operational activity and provides for representation with other DOD, federal, state, local, national, and international agencies or individuals.

1-8. The Deputy Chief of Staff for Intelligence (DCSINT)

The DCSINT has staff responsibility for U.S. Army interaction with foreign representatives.

See chapter 16 for further details on the certification and use of Army airfields by other than

United States Department of Defense aircraft. The DCSINT is responsible for U.S. Army weather policy.

1-9. The Major Army Commands (MACOMs)

The MACOMs will--

- a. Ensure Army Policy for airspace, ATC facilities and airfields is implemented by activities under their jurisdiction.
- b. Review funding profiles to assure safety and continuity of operations.
- c. Include cyclical budget reviews.

1-10. The Commander, U.S. Army Aeronautical Services Agency (USAASA)

The Commander, USAASA will--

- a. Serve as the executive agent for DCSOPS on matters pertaining to the U.S. National Airspace System. Also serve as principal staff officer on matters pertaining to other national and international airspace issues of interest to the U.S. Army. In this capacity, the Commander is authorized direct contact with other DA elements, DOD, federal, state, local, national, and international agencies or individuals. Additional details pertaining to the Federal Aviation Administration (FAA) and the NAS are discussed in paragraph 6-3.
- b. Serve as the DCSOPS executive agent for developing U.S. Army aviation policy for flight procedures and matters pertaining to flight procedures and aeronautical information. In this capacity, the Commander is authorized direct contact with other DA elements, U.S.

Army commands and installations, other military departments, and other government, civil, national, and international agencies.

c. Serve as the DCSOPS executive agent for U.S. Army airfield operational activity and provides representation with other DOD, local, State, Federal, national, and international agencies or individuals. Additional details on the AAF and NAS are discussed in paragraph 15-10.

d. Serve as the DCSINT executive agent for U.S. Army aviation weather policy.

e. Administer the U.S. Army Flight inspection program under the NAT 127 Agreement worldwide.

f. Serve as the ASA (I&E) executive agent for civil, joint, shared and foreign aircraft use of US Army airfields.

g. Serve as working group member to the DOD PBFA and provide other representation as required.

1-11. Chief, Aviation Branch/Commanding General, U.S. Army Aviation Center (CG, USAAVNC)

The Chief, Aviation Branch/CG, USAAVNC will--

a. Recommend and direct U.S. Army air traffic services (ATS) policy.

b. Administer the U.S. Army air traffic controller and maintenance technician certification and rating program.

c. Recommend and direct U.S. Army airfield flight operations policy.

- d. Provide quality assurance flight inspections and ATC evaluations for U.S. Army owned/operated ATC facilities; and provide technical assistance for the installation and restoration of U.S. Army owned, operated and maintained navigation and landing aids.
- e. Develop requirements for ATS equipment.
- f. Train and certify U.S. Army air traffic controllers.

1-12. The Director, U.S. Army Air Traffic Control Activity (USAATCA)

The Director, USAATCA will--

- a. Serve as the U.S. Army functional proponent for planning, development, standardization, and evaluation of ATC systems and services. Responsibilities include:
 - (1) Establishing standards and procedures for the operation of ATC facilities.
 - (2) Developing facility training standards; maintenance technician certification; and controller certification and rating procedures except Control Tower Operator (CTO).
 - (3) Advise MACOM commanders on the U.S. Army certification, rating and training programs for controllers and ATC maintenance technicians.
 - (4) Administering the ATC Specialist (ATCS) Certificate program including appointment of ATCS examiners.
 - (5) Administering the U.S. Army ATC awards program.
 - (6) Administering the ATC maintenance certification program including appointment of ATC maintenance certifiers.
- b. Participate in the development of engineering criteria for U.S. Army ATC facilities and NAVAIDS in coordination with Headquarters, United States Army Aeronautical

Services Agency (USAASA), US Army Corps of Engineers (USACE), and Product Manager (PM) ATC.

- c. Conduct U.S. Army ATC facility/NAVAID quality assurance inspections and requirements surveys.
- d. Provide technical reviews of requests for waivers to published criteria regarding the planning and design of U.S. Army ATC facilities and NAVAIDS.
- e. Provide technical advice and assistance to commanders in the area of ATC and NAVAID requirements. Conducts ATC and NAVAID inspections, certifications, and requirements surveys.
- f. Ensure MASP maintain adequate inventories of spare/repair parts and provide technical maintenance assistance to sustain low-density ground navigational aids systems.
- g. Coordinate Army personnel attendance to resident Federal Aviation Administration Academy Training.

1-13. Waivers and Delegation of Authority

a. Waivers

- (1) Authority to grant waivers is stated in specific paragraphs of this regulation.

This authority may not be delegated.

- (2) When waiver authority is not specified, waivers may only be granted through channels to HQDA (DAPR-FDV) or ASA I&E for those issues covered in paragraph 1-5.

- b. Delegation of authority. Authority granted to major U.S. Army commands (MACOMs) per this regulation may be further delegated by MACOMs.

c. Waivers should be requested through command channels to HQDA (DAPR-FDV) only for a(2) above; otherwise to agency specified in a(1) above.

Part Two

Air Traffic Control General Provisions

Chapter 2

General

2-1. Policy

a. U.S. Army ATC facilities will be operated IAW FM 1-303.

b. To be certified as an U.S. Army air traffic controller:

(1) Military personnel will be awarded an ATC primary military occupational specialty (PMOS) after meeting the requirements outlined in DA PAM 611-21 (Military Occupational Classification and Structure)

(2) Department of the Army Civilians (DACs)(Air Traffic Control Specialist (Terminal), GS-2152 series) and contract personnel assigned to an U.S. Army air traffic control facility for the purpose of controlling air traffic will:

(a) Be a graduate of a DOD component or FAA approved formal ATC school designed for appointment as air traffic controller.

(b) Meet and maintain the physical standards set forth in AR 40-501.

(3) Foreign nationals employed by DA in U.S. Army ATC facilities will:

(a) Be graduates of a formal ATC school or comparable formal schooling.

(b) Meet and maintain the required physical standards for an air traffic controller in the host country.

c. To be certified as an ATC equipment maintenance technician:

(1) Military personnel will be awarded an equipment maintenance PMOS after meeting the requirements outlined in AR 611-201.

(2) DACs, contract personnel, and foreign nationals employed by DA as ATC equipment maintenance personnel will be graduates of an ATC equipment maintenance school or have applicable ATC equipment maintenance experience.

d. The general policy for obtaining ATC certificates is as follows:

(1) Control Tower Operator (CTO) certificates. Control tower operators will obtain an FAA CTO certificate IAW CFR, Title 14, Part 65 for the facility where assigned.

(2) ATCS certificates. All U.S. Army ATC personnel, to include DAC, ATC contract, and foreign national personnel will obtain an ATCS certificate with appropriate facility or tactical rating IAW Part 2, Chapter 4, of this regulation.

e. Facility ratings.

(1) All air traffic controllers (military, DAC, contract, and foreign nationals) will be rated in the facility of assignment.

(2) At temporary locations, an individual must successfully demonstrate proficiency to a certified examiner for a tactical ATCS rating.

(3) At temporary locations involving the control of civil air traffic, an FAA facility rating is required.

(4) ARNG or USAR controllers working in a fixed-base facility are not required to obtain facility ratings during annual active duty training. However, the control of live traffic in a fixed-base facility will be under the direct supervision of a facility rated controller.

Controllers in a tactical environment shall obtain a tactical rating IAW Chapter 4 of this regulation and Chapter 8 of FM 1-303, Air Traffic Control Operations and Training.

f. Army air traffic controllers, DA civilian air traffic controllers, and contract air traffic controllers shall have as a minimum the knowledge and skill requirements contained in 14 CFR Part 65, Subpart B.

g. The ATC Facility, Personnel and Equipment Status Report (DA Form 3479-6-R or a computerized version) is an unclassified report and is covered by Systems Notice 1111-16. This report will:

(1) Be prepared and submitted by all commanders, directors, or managers responsible for ATC facility operations that have assigned U.S. Army, DAC, contract, or foreign national ATC and ATC equipment maintenance personnel.

(2) Be used to administer the ATCS program. The following information contained in the report assists in the administration of the program stated above:

(a) Certifications (CTO/ATCS)

(b) Ratings: (ground-controlled approach (GCA), tower, U.S. Army Flight Following Service (AFFS), and Army Radar Approach Control (ARAC))

(c) Duty assignments (controller, shift supervisor, facility chief, ATC chief, First Sergeant, platoon sergeant, etc.)

(d) Promotions (prerequisites for special schooling)

(e) Medical status (grounded, etc.)

- (f) Reclassification and suspensions
- (g) Traffic count (new equipment requirements, equipment upgrades, decommissioning, etc.)
- (h) Tactical and fixed-base experience at current assignment.
- (3) Contain an aircraft activity count.
- (4) Be forwarded to the unit's respective MACOM with a copy furnished directly to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265.
- (5) Be dispatched to reach USAATCA not later than the 15th workday of the succeeding calendar month.

2-2. Deviations

Commanders responsible for ATC operations may deviate from this regulation in a theater of operations when combat operations and the tactical situation make it impractical to comply. Commanders must resume ATC operations under provisions of this regulation as soon as the situation permits.

2-3. Waivers

a. Requests for waivers or deviations to Part Two, Chapters 2, 3, 4, and 5, and Part Five, Chapters 13 and 14 of this regulation (other than para 2-3) will be sent through channels to Commander, U.S. Army Aviation Center, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265. Waivers will normally contain an expiration date not to exceed 1 year from the date of issuance. Waiver for a period in excess of 1 year may be granted when justified and deemed appropriate by the Director, USAATCA. Requests for renewal or

extension of waivers is the responsibility of the organization initiating the original waiver request.

b. Requests for ATC procedures waivers/deviations will be submitted IAW FAA Order 7110.65 to HQ, USAASA.

Chapter 3

Air Traffic Control Facilities Operations, Evaluations, and Standardization

Section 1

Operations

3-1. ATC chief or Facility chief

The ATC chief or Facility chief is responsible for:

- a. Developing and maintaining a facility training program (FTP)/tactical training program (TTP) IAW with this regulation and FM 1-303.
- b. Nominating Air Traffic Control Specialist (ATCS)/Control Tower Operator (CTO)/Tactical (TAC) examiners as required.
- c. Submitting completed DA Form 3479-6-R (ATC Facility, Personnel Status Report, IAW FM 1-303. (RCS TRADOC-1)
- d. For the purposes of this regulation, the platoon sergeant of an ATC platoon is considered to be the ATC Chief for the facilities under his or her jurisdiction unless otherwise directed by the commander.

3-2. Operational Agreement

A memorandum of agreement between the Department of Transportation (DOT), the FAA, and the U.S. military services (see appendix B) contains general policies and conditions under which responsibility is delegated for the operation of military and jointly staffed military and FAA ATC facilities. In areas outside FAA jurisdiction, this agreement may be referenced in negotiating local agreements with authorities that understand the allocation of ATC operational responsibilities. Contact the appropriate MACOM or Department of the Army Regional Representative (DARR) for guidance.

3-3. Establishment of approach control

a. The policies in the memorandum of agreement (see appendix B) will be followed in negotiating with local FAA personnel and preparing recommendations in the memorandum of agreement, Article I, paragraph A.

b. Installation commanders will prepare recommendations initiated under Article I and send them through channels to HQDA, ATTN: DAPR-FDV, WASH, DC 20310-0460 with copies to HQDA, ATTN: DAPR-OD and Commander, USAASA, ATTN: Airspace Division.. These recommendations must be justified and will include the proposed equipment and staffing responsibilities to be assumed by each agency. Proposed commitments under Article VI, paragraphs D and F, will be specifically identified.

c. When the recommendations require a change in equipment listed in tables of distribution and allowances (TDAs) or modified tables of distribution and allowances (MTDAs), an MTDA will be prepared. It will show the pertinent articles in the agreement.

- d. DCSOPS will consult with other military services on commitments under the exception provisions in Article VI, paragraphs D and F.
- e. DCSOPS will inform the FAA of plans to deactivate U.S. Army facilities where FAA personnel are assigned under Article VII, paragraph B.
- f. Commanders working to establish an approach control outside of FAA's areas of jurisdiction will forward request to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265. USAAVNC will endorse and process IAW para 3-3b.

3-4. Establishment of ATC service

- a. Article I, paragraph B, of the agreement includes the conditions under which a military service may establish ATC service. Installation commanders should discuss the intent to establish this control service with the Department of Army Regional Representative (DARR) at the appropriate FAA regional office to determine if it will conflict with other agencies.
- b. When the establishment of ATC services at an airfield requires a change in equipment listed in a TDA, a new TDA will be prepared to show the articles in the agreement.
- c. When establishing ATC services at an airfield the Installation Commander will determine the required hours of operations for all air traffic control facilities.
- d. When establishing frequency dependent equipment at an airfield, the Installation Commander will forward the frequency proposal through technical channels to U.S. Army C-E Services Office (USACESO), 200 Stovall Street, Room 9S65, Alexandria, VA 22332-

2200 per AR 5-12. USACESO will obtain national-level frequency approval and registration.

3-5 Maximum Hours of ATC Duty

- a. ATC Fixed Base Operations: Except in an emergency, the shift, workweek, and rest periods are stated below.

- (1) Shift:

- a. An 8 hour shift is standard.
 - b. A controller will not serve or be required to serve more than 10 consecutive hours of ATC duty.

- (2) Workweek:

- a. A 40-hour workweek is standard for performing ATC duties.
 - b. An maximum 50 hour workweek is authorized for a period not to exceed 60 days.

NOTE: If the ATC fixed base operations workweek is extended past the standard 40 hours because of emergency manning levels (EML) procedures in FM 1-303 will be followed.

- (3) Rest Periods:

- a. A 15 minute rest period is required after every 4 hours of continuous ATC work if traffic density and facility operations permit.
 - b. An uninterrupted 8 hours rest period is required prior to each shift.
 - c. Controllers must be relieved of all duties for at least 24 consecutive hours at least once during each 7 consecutive days.

- b. ATC Tactical Operations: Except in an emergency, the shift and crew endurance procedures are stated below.

- (1) Shift:

Use fixed base operation standards above to the existent possible.

(2) ATC Crew Endurance:

a. Commanders will design an ATC crew endurance program tailored to their unit mission and include it in their standard operating procedures (SOP). Commanders should consider the advice of the flight surgeon and aviation safety officer in designing their programs

b. ATC crew endurance is an integral part of the overall risk management program. It is used to control risk due to sleep deprivation or fatigue and prescribe thresholds to trigger command decisions whether to accept the risk.

3-6. Establishment of Controlled Airspace

Controlled airspace will be established, designated, altered, or revoked under Part Three of this regulation.

Section II

Evaluations and Standardization

3-7. Evaluations

In coordination with MACOMs, USAATCA, as part of the MACOM Aviation Resource Management Survey (ARMS) team, conducts an evaluation program for ATC operations, training, and equipment maintenance. When feasible, evaluations are conducted concurrently with MACOM ARMS team visits. Additionally, USAATCA conducts an active assistance program for each area that is evaluated.

3-8. Standardization

USAATCA provides for the standardization of U.S. Army ATC facilities through the use of flight inspection pilots, technicians, and air traffic controllers who are certified by the FAA to perform the flight inspection and evaluation functions. Flight inspection aircraft are certified and equipped to conduct airborne and ground evaluations of precision, non-precision NAVAIDs, RNAV instrument approach procedures, and ATC equipment.

3-9. Safety

Safety in ATC operations, training, and equipment is the primary focus of all evaluation activities. The Unit Commander will establish a safety risk management plan for these three primary focus areas. Guidance on risk management programs is contained in AR 385-10 and FM 1-303.

- a. The ATC evaluation team chief is authorized to suspend the facility rating of any controller or the certification of any NAVAID that deviates or causes the deviation from standardized ATC procedures where life, equipment, or aircraft are threatened.
- b. Flight inspection teams conduct preliminary checks of NAVAIDs prior to certification or restoration. IFR certification of NAVAID equipment requires prior coordination with the FAA Flight Inspection Central Operations Office..
- c. Upon completion of an airborne evaluation, the flight inspection team will assign one of three facility status classifications in accordance with TM 95-225, paragraph 107.1.
 - (1) Unrestricted. The status of a facility that meets all established tolerances.
 - (2) Restricted. The status of a facility that does not meet all established tolerances (areas shall be clearly defined as unusable in a notice to airmen (NOTAM)).

(3) Unusable. The status of a facility that is unsafe, unreliable, or furnishing misinformation that renders it completely unusable for navigation. A NOTAM will be issued for such facility defining it as "unusable."

d. Flight inspectors will not depart a location until they have determined that all practicable efforts have been exhausted to restore the facility to a satisfactory operating condition.

3-10. Flight Inspection Requirements

a. All electronic NAVAIDs used for IFR services will pass a flight inspection prior to being placed into service.

b. Flight inspection of NAVAIDs and flight procedures shall be performed by certified personnel. Only graduates of an approved Flight Inspection course are authorized to perform IFR certification of NAVAIDs.

3-11 ATC Aircraft Accident/Incident Reporting

The commander responsible for Army air traffic control operations where an aircraft accident/incident occurs and Army air traffic services may be considered a contributing factor, or any part of the unit or facility is known or suspected to have involvement, the following notification shall be accomplished:

a. Via telephone within 24-hours, furnish all available information, at a minimum, indicate an accident/incident has occurred and provide a point of contact, phone number, and e-mail address to:

(1) Commander, U.S. Army Aeronautical Services Agency (USAASA), Airspace Support Division, Commercial (703) 806-4866 or DSN 656-4866

(2) Director, U.S. Army Air Traffic Control Activity (USAATCA), Commercial (334) 255-3007/3233 or DSN 558-3007/3233

- b. Within three working days, provide accident/incident information by facsimile (FAX) on DA FORM 7305-R, Worksheet For Telephonic Notification of Aviation Accident/Incident, to CDR, USAASA at commercial FAX (703) 806-4409 or DSN 656-4409, and DIR, USAATCA at commercial FAX (334) 255-3238 or DSN 558-3238. Complete DA Form 7305-R to the fullest extent possible, however, do not delay because all information is not immediately available.

NOTE: Notify HQ, USAASA anytime a civil aircraft is involved in an accident/incident at any Army facility or installation.

Chapter 4

Controller Certification and Rating

4-1. Facility rating

- a. Policy.

- (1) All Controllers including facility chiefs, shift supervisors, and training NCOs or supervisors, working in or assigned to an Army ATC Facility, will be rated in in that facility.

Note: Shift and/or training supervisors and NCOs must be rated prior to assuming the duties associated with these positions.

- (2) ATC chiefs will obtain a rating as follows:

- a. Those with less than 5 years (total) of facility rated experience will obtain a rating in the most complex facility under their supervision or the type facility for which no previous rating was held. They will also complete the first two phases of the Facility Training Program (FTP) for all other facilities.

b. Those with 5 or more years of facility rated experience will not be required to obtain a rating when moved to a new location as the ATC chief. As a minimum, they will complete the first two phases of the FTP for all facilities under their supervision within 60 days after becoming the ATC chief.

c. A person is not required to meet the requirements of (a) or (b) above before assuming ATC chief duties.

d. After the requirements of (a) and (b) above have been met, ATC chiefs are not required to maintain currency.

(3) ATC personnel serving in staff positions whose duties do not include the control of actual air traffic are not required to maintain a current flight physical. Commanders may use personnel who are temporarily grounded, those who are pending reclassification, or other personnel action(s), or those awaiting results from a medical review board to fill positions not involving controller duties until the individual returns to flight status or the personnel action is complete.

(4) Civilian personnel serving in staff positions whose duties do not include the control of actual air traffic are not required to maintain a current flight physical.

(5) Tactical Air Traffic Services (ATS) commanders will implement a tactical ATC facility qualification and rating program. The qualification training must comply with applicable portions of FM 1-303.

(6) A controller returning to a facility at which the controller was previously rated, and no interim facility rating was obtained, is required after an absence of:

- a. Less than 6 months to satisfactorily demonstrate the ability to perform all the duties associated with the facility rating. An over-the-shoulder evaluation is required and will be recorded on DA Form 3479-1-R
- b. 6 months or more must complete the first three phases of the facility training program(FTP) to regain currency. Training time involved in regaining currency will not exceed the time limits indicated in Table 4-1.

Note: If an individual was rated at another facility during this absence, all phases of the facility rating examination shall be administered.

(7) Air traffic controllers who receive their Control Tower ATCS rating prior to fulfilling the 6-month experience requirement for an initial CTO rating will not be permitted to exercise the privileges of a control tower operator without supervision by an FAA Federal Aviation Regulation (FAR) Part 65 rated control tower operator.

b. Prerequisites. Candidates presented for facility ratings shall:

- (1) Be certified air traffic controllers as specified in Chapter 2.
- (2) Possess a current flight physical as prescribed in AR 40-501 or FAR Part 65 as appropriate.
- (3) Have successfully completed the first three phases and the pre-FAA/ATCS examination of the FTP.
- (4) For initial control tower rating, complete the initial 6-month experience requirement of FAR Part 65 regardless of other ATC experience.

c. Time Limitations.

- (1) An ATCS or CTO rating will be required within the time limitations listed in table 4-1 below. Tactical ratings will be required within the time limitations listed in Table 4-2.

Table 4-1

Time limitations for fixed-base facility ratings

	Calendar
Type facility	months
U.S. Army Flight Following Service (AFFS)	4
Ground-controlled approach (GCA)	4
Control tower	7
Control tower with nonradar approach control	9
Radar approach control	24

Table 4-2

Time limitations for tactical ratings

	Calendar
Phase	months
I Qualification	3
II Rating	(TBD)*

* This time limit will be based on the ATCS examiner's judgment after considering available time to evaluate performance in a tactical environment.

(2) Training time begins the day after an individual is formally assigned to a facility for duty.

(3) A controller may be position qualified as soon as training and individual progress permits and may obtain an ATCS facility rating as soon as he or she is position qualified on all positions that apply to the facility rating.

(4) Time limitations shown in table 4-1 will not be exceeded without a waiver regardless of the reason(s) that training was interrupted.

(5) DA Form 3479-6-R, remarks section, will be used to indicate the specific number of days and reason(s) for interrupting training.

(6) Waivers to training time limits for fixed base facilities.

a. Unit Commanders have the authority to grant an initial extension to training time limits for fixed base facility ratings. The initial training time limits waiver will begin the day after the controller fails to meet time limitations in Table 4-1. The Commander will initiate the extension with a memorandum that will be maintained on file until the controller is rated or ATCS Certification is cancelled.

b. Lengths of initial training extensions are as follows:

Control Tower: Up to 3 months

GCA: Up to 2 months

AFFS: Up to 2 months

ARAC: Up to 3 months

c. Subsequent extensions shall be approved by USAATCA. Request shall be forwarded through channels to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265, to arrive at least 15 days prior to expiration of initial extension.

- d. A notation in the remarks section of DA Form 3479-6-R will be used to indicate an individual has been granted an extension. The notation will specify the expiration date of extension, as follows: "...2 MO TTE EXP 05 JAN 01".

d. Procedures.

(1) Fixed-base facility:

(a) A facility rating exam shall consist of three parts, a written examination, oral examination and a practical examination.

(b) Prior to administering either part of a facility rating examination for a CTO or ATCS rating, the examiner will review the controller's records to confirm he/she meets the required qualifications.

(c) After determining the applicant meets the required qualifications, the examiner will administer the written, oral and practical parts of the facility rating examination. The rating exam will verify the individual's successful performance of the skills required in FAR, Part 65.

(d) The results of the facility rating exam will be entered on the controller's training record, DA Form 3479-R (Training and Proficiency Record--Air Traffic Control), and DA Form 3479-1-R (Trainee/Controller Evaluation) IAW FM 1-303.

(e) When the CTO rating has been successfully completed, the CTO examiner will issue a "TEMPORARY AIRMAN CERTIFICATE" (FAA Form 8060-4). Prepare the "APPLICATION FOR AN AIRMAN CERTIFICATE AND/OR RATING" (FAA Form 8400-3) for FAA validation in accordance with FAA Order 7220.1. The ATCS examiner will enter

the rating on the individual's "AIR TRAFFIC CONTROL SPECIALIST" (ATCS) certificate (FAA Form 7220.1).

(f) Facility ratings. Tower, ARAC, AFFS, and GCA--enter the rating on the individual's ATCS certificate (FAA Form 7220-1).

(g) When controllers transfer to another facility, they will retain the same ATCS certificate. When the requirements for a facility rating are met at the new location, an entry will be made in the individual's training records (IAW FM 1-303) and on his/her ATCS certificate (FAA Form 7220-1).

(2) Tactical ratings:

a. A rating exam consists of two parts/phases; Phase 1 - Qualification (equipment familiarization, installation, operation, and maintenance) and Phase 2; position qualification (written and oral examination covering both phases and control of air traffic in a tactical environment).

b. Prior to administering either part/phase of a tactical rating exam, the examiner shall review the controllers records to confirm he/she meets the required qualifications.

c. After determining the adequacy of the applicant's qualifications, the examiner will administer both the written/oral and practical portions of each part/phase of the tactical rating examination. Since the rating phase (controlling air traffic in a tactical environment) may not coincide with the qualification phase (equipment familiarization), the examiner may administer the two parts/phases of the tactical exam separately. The exam will verify the individual's successful performance of the skills required in FAR, Part 65, and the TTP.

d. The results of the tactical rating examination will be entered on the controller's training record, DA Form 3479-R (Training and Proficiency Record--Air Traffic Control), IAW FM 1-303.

e. When the rating has been successfully completed, the ATCS examiner will so annotate the individual's "AIR TRAFFIC CONTROL SPECIALIST" (ATCS) certificate (FAA Form 7220.1)

f. Tactical ratings for specific systems will be entered on the individual's ATCS certificate (FAA Form 7220-1) as separate entries, i.e., TTCS, AN/TSW-7A, AN/TSQ-71B, etc

g. When controllers transfer to another tactical unit/field location, they will retain the same ATCS certificate.

4-2. Use of Army ATC Facilities for ATC Training

It is Army policy that:

- a. Army fixed based ATC facilities shall be utilized to train Army Air Traffic Controllers assigned to tactical units.
- b. ATC Chiefs and individuals assigned as platoon sergeants will not be required to obtain a rating when moved to a new location if that individual has more than five years of facility rated experience.
- c. Army Air Traffic Controllers will be qualified in all positions of a facility prior to being facility rated. Partial facility ratings are not authorized. Example: Army controllers will not be restricted to PAR only rating because it is believed to be too time consuming to train the controller in the surveillance or other positions.

Note: Tactical controllers should receive a fixed base rating at the installation of assignment. Once rated, they are not required to maintain fixed based currency. Commanders may establish agreements to maintain currency of tactical controllers. Tactical controllers are not required to be fixed based facility rated before being deployed, however.

4-3. Proficiency and/or currency

A controller is current and may exercise the privileges of his/her rating when the following requirements are met.

- a. With the exception of ATC chiefs and Data Systems Officers (DSOs), air traffic controllers shall remain current in the ATC facility to which assigned. A controller may perform controller duties in those positions for which they are qualified under the general supervision of a controller who is facility-rated and current in that facility.

- b. For at least 24 hours per calendar month, facility chiefs, training supervisors, and Data Systems Specialists (DSSs) shall demonstrate their ability to apply relevant procedures and techniques in actual operation of all functions and positions associated with the rating held. This time shall be equitably distributed among all positions that are relative to the rating/position held.

- c. To remain current in a tower/AFFS facility, all assigned controllers, except those noted in paragraph b above, shall be on position in the facility for which they are rated not less than 40 hours each calendar month. Time shall be equitably distributed among all positions that are relative to the rating/position held. The time spent on a position monitoring a trainee may be used to satisfy up to 50 percent of this requirement.

d. To remain current in a GCA facility, each controller shall conduct at least 10 PAR/ASR approaches per calendar month of which no less than 5 must be PAR.

(1) When a facility-rated controller is assigned to supervise a trainee controller and the lack of air traffic activity precludes the maintenance of currency, the facility chief may allow the controller to count his/her PAR/ASR approaches concurrently with those conducted by the trainee controller receiving the one-on-one supervision. Not more than five one-on-one supervised approaches may be counted toward monthly currency requirements.

(2) Target simulations may also be used to fulfill up to 50 percent of the monthly approach currency requirements.

(3) The provisions of (1) and (2) above shall not be applied concurrently to reduce the required number of approaches to less than five actual approaches.

(4) ARAC facility chiefs will establish currency requirements.. To maintain currency in an ARAC facility, controllers will rotate each month through all positions for which they are rated. A minimum of 40 total hours shall be spent on rated positions.

(5) Every effort shall be expended to provide sufficient time, equipment, and training flights to ensure radar controllers meet operational and currency requirements. To maintain currency in two different facilities, dual-rated controllers must meet the currency requirements for the facility of assignment.

e. When radar controllers fail to maintain currency the airfield commander shall be so advised in writing. Correspondence shall include the number of hours that the facility can be adequately staffed and a request to provide the required number of approaches

needed to maintain controller currency. If the controllers are unable to maintain currency, the airfield commander shall be advised in writing that a NOTAM should be issued stating what hours the facility will be out of service.

f. If a controller does not maintain currency, this fact will be noted on the DA Form 3479-R (Training and Proficiency Record--Air Traffic Controller) with remarks as required.

g. An air traffic controller who has failed to maintain currency shall be given an evaluation, DA Form 3479-1-R, to regain currency. The evaluation shall be administered on all control positions; shall be conducted under normal traffic conditions; and shall be of sufficient duration to provide a reliable performance sample. The currency evaluation must be satisfactorily completed before the controller assumes position responsibility without direct supervision. Evaluations for currency will be administered by the facility chief, if he or she is facility rated, training supervisor, or shift supervisor, and retained for one year. The evaluation is recorded on DA Form 3479-1-R (Trainee/Controller Evaluation).

h. Remedial training shall be noted on DA Form 3479-R if additional training is needed to regain currency because of an unsatisfactory evaluation. The amount of training devoted to regaining currency shall be no more than times indicated in par 4-1

a. (6) b. (Lengths of initial training extensions). Individuals unable to regain currency shall be processed IAW paragraph 4-4c of this regulation.

4-4. Air traffic control specialist (ATCS) certificate

a. Issuance of ATCS certificate. Military personnel will be issued an ATCS certificate upon graduation from ATC School and be awarded PMOS 93C. All other controllers who

meet the criteria outlined in Chapter 2 of this regulation will be issued an ATCS certificate when requested on the DA Form 3479-6-R monthly report.

b. Duration of certificate. The ATCS certificate is valid indefinitely unless canceled.

The ATCS certificate and request for cancellation will be forwarded to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265 when the holder:

(1) Is permanently reassigned to other than ATC duties.

(2) Is permanently medically disqualified from ATC duties.

(3) Is separated from the service.

(4) Is relieved of duties for cause due to: negligence, character/behavioral disorder, the provisions of AR 600- 85, lack of aptitude, and/or apathy.

c. Suspension. When a condition exists that warrants suspending a person from ATC duties, the following actions will be taken:

(1) The ATC or facility chief will:

(a) Suspend the controller from ATC duties and immediately take possession of the persons ATCS certificate and place it with the ATC records of the controller in a secured area. (If safety related, suspend immediately before a witness.)

(b) Inform the Unit Commander

(2)The Unit Commander Will:

(a)Inform the controller of his/her rights to appeal decisions based on unfavorable information IAW AR 600-37 or AR 340-21.

- (b) In cases that involve drug/alcohol abuse or a character/behavioral disorder, refer to local command policy, Provost Marshal, local staff/command judge advocate (JAG), AR 600-85, and Flight Surgeon for guidance.
- (c) Notify the controller, in writing, of any charges or other action pending against him/her.
- (d) Investigate the circumstances leading to suspension. If the results of the investigation do not confirm cause for suspension, inform the ATC or facility chief, in writing, and return the controller to duty. If results of the investigation show that suspension was warranted, inform the controller, in writing, of the reason(s). This notice will state that receipt must be acknowledged within 7 days and that statements in his/her behalf may be attached.

d. Reinstatement. The ATC or facility chief will not reinstate anyone who has been suspended until he/she re-qualifies. Remedial training and reexamination will not exceed 50 percent of the time allowed for the same rating from which suspended.

e. Cancellation. After the investigation of the controller's suspension is complete and cancellation of his/her ATCS certificate is warranted:

(1) The unit commander will--

a. Notify the controller, in writing, that cancellation of his/her ATCS certificate is being recommended. State that receipt must be acknowledged within 7 days and that statements in his/her behalf may be attached.

b. Prepare and send a memorandum recommending cancellation through channels to the appropriate MACOM. The MACOM will forward to Commander, USAAVNC, ATTN:

ATZQ-ATC, Fort Rucker, AL 36362-5265. Attach copies of all evaluations, investigations, statements, and other supporting documents.

c. Inform the controller that he/she may submit evidence or statements in his/her behalf directly to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265.

(2) Director, USAATCA, will cancel the ATCS certificate when:

a. An appointed accident investigation board determines, that because of negligence, the controller has caused or contributed to an accident or serious hazard and there is just cause to cancel the certificate.

b. Flight surgeon determines that a permanent medically defined character/behavioral disorder exists that would create a hazard to flying safety.

c. The unit commander has requested cancellation under the provisions of AR 600-85 or good cause exists which affects flying safety.

d. The ATC/facility chief determines that the controller is unable to complete the facility training program satisfactorily in the prescribed time due to lack of aptitude or poor attitude (apathy).

e. Notification of ATCS certificate cancellation will be made by the Director, USAATCA, through channels to the controller, ATC or facility chief, and commander. This notice will recommend reclassification of the individual or other appropriate action.

f. Disposition. A controller's canceled ATCS certificate will be returned to the issuing agency when any condition stated above occurs. The unit commander or designated representative will forward the certificate to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265. If the ATCS certificate is not available, the following statement will be forwarded within 15 days after notification of cancellation: "The

ATCS certificate (FAA Form 7220-1), (number), issued to (name and grade) is not available. Reason:"

g. Reclassification. Military or civilian controllers whose ATCS certificate has been canceled will be reclassified in accordance with AR 600-200 or applicable civil service regulations (CSRs). Controllers may be reclassified for cause at any time after graduation from ATC School provided the standards in AR 600-200 or CSRs are met.

Reclassification due to permanent medical grounding or violation of the standards in AR 600-85 need not be delayed awaiting official cancellation of ATCS certificate.

h. Replacement of ATCS certificate. When a commander requests replacement of an ATCS certification by memorandum or DA Form 3479-6-R, USAATCA will replace an active FAA Form 7220-1 that was lost or destroyed, is unserviceable, or requires name change.

4-5. Examiners

a. CTO examiners. U.S. Army ATC personnel (military or DACs) may be appointed as FAA CTO examiners. They may also be appointed as FAA CTO examiners for U.S. Army control towers to which they are not assigned or facility rated.

(1) Commanders, ATC chiefs, or facility chiefs may nominate military or DACs as CTO examiners. Requests for designation will be sent to the appropriate agency listed below.

(a) Continental United States (CONUS)--Department of Army Regional Representatives (DARRs) serving the FAA region in which the facility is located.

(b) Europe, Africa, and Middle East Asia and Southwest Asia--Commander, U.S. Army Aeronautical Services Detachment, Europe (USAASD-E). Commander, USAASD-E, ATTN: ATAS-AD, Unit 29243, APO AE 09102-3162

(b) Puerto Rico, Canal Zone, and U.S. territories in the Caribbean area--DARR, FAA Southern Region (ASO-920), 1701 Columbus Avenue, College Park, GA 30337.

(c) Alaska--DARR, FAA Northwest Mountain Region, ATTN: ANM-902, 1601 Lind Avenue, SW), Renton, WA 98055-4056.

(e) Hawaii and other Pacific areas --DARR, FAA Western/Pacific Region, P.O. Box 92007, Worldway Postal Center, Los Angeles, CA 90009-2007.

Note: Korea requests will be forwarded through EUSA ATS Office.

(2) Request for designation will be prepared in memorandum format and will include:

(a) Name and CTO certificate number of nominee.

(b) Chronological listing of duty stations, duty titles, and facility ratings held.

(c) Statement by the nominee's immediate supervisor about the individual's ability and judgment as a controller and supervisor and that he/she meets all requirements in FAA Order 7220-1A.

(3) The commander, ATC chief, or facility chief must request that the FAA designation be rescinded when the controller is no longer performing CTO examiner functions.

b. ATCS examiners.

(1) Military or DAC personnel may be nominated as ATCS examiners. Requests for designation will be prepared in memorandum format and sent through channels to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265. They will contain:

- (a) Name, grade, and ATCS certificate number.
- (b) Chronological listing of duty stations, duty titles, and facility ratings held.
- (c) Statement by the nominee's immediate supervisor about the individual's ability and judgment as a controller and supervisor; that he or she meets all requirements of this regulation and FAA Order 7220.1A and has at least 3 years facility rated experience in the same type facility.

(2) The commander, ATC chief, or facility chief will request that the designation be rescinded when the controller is no longer performing ATCS examiner functions.

4-6. ATC Maintenance Qualification

Maintenance personnel assigned to an ATC unit will be certified within the time limits specified in table 4-3 and table 4-4.

Table 4-3

Time limitations for fixed equipment

<u>Equipment</u>	<u>Calendar months</u>
Radar System, AN/FSQ-84	3
Radar Set, AN/FPN-40	2

Radar System, AN/FPN-66	6
Radar System, ASR-8/9/11	8
Non Directional Beacon (NDB)	1
Standard Terminal Automation - Replacement System	12
Very High Frequency Omni-Directional Range (VOR)	2
Instrument Landing System (ILS)	6
Digital Bright Radar Indicator Tower Equipment (DBRITE)	2
Interrogator Set, AN/TPX-41	1
Fixed Base PAR	2

Note: Total Training time will be determined by each type of ATC system or sub-system maintained.

Table 4-4

Time limitations for tactical equipment

Equipment	Calendar months
ATC Landing Control Central AN/TSQ-71B	3
Radar Set, AN/TPN-18A	2

TAIS	6
Flight Coordination Central	
AN/TSC-61B	1
ATNAVICS	6
TTCS	6
Radio Beacon Set AN/TRN-30V (1)/(2)	1
Interrogator Set AN/TPX-44	1

Note: Total Training time will be determined by each type of ATC system or sub-system maintained.

a. Training time begins the day after an individual is formally assigned to the maintenance section for duty.

b. Authorized reasons to stop maintenance training are as follows:

- (1) Hospitalization/Sick Leave
- (2) Emergency Leave
- (3) DA directed school
- (4) Dead-lined equipment required to conduct training.
- (5) Awaiting Theory and Performance examinations.
- (6) Availability of FAA or externally supported schools.

c. Requests for waiver of time stated in table 4-3 and 4-4 will be submitted through channels to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265.

Chapter 5

U.S. Army Air Traffic Control Awards Program

5-1. General

This chapter provides guidance and policy for nomination and selection for U.S. Army ATC and Safe Aviation Via Exceptional Service (SAVES) awards. It also describes the U.S. Army's participation in the Air Traffic Control Association (ATCA) awards program. The ATCA is a nongovernmental, nonprofit, professional association of air traffic controllers.

5-2. Purpose of the Awards Program

The awards program:

- a. Recognizes managers, controllers, and maintenance technicians who have made outstanding contributions to services, ideas, developments, or accomplishments in ATC during the past year.
- b. Recognizes the fixed-base ATC facility that has contributed greatly to ATC.
- c. Recognizes the tactical ATC unit/platoon that has contributed greatly to tactical ATC.
- d. Allows the U.S. Army to compete for ATCA awards.
- e. Recognizes U.S. Army controllers for exceptional contributions to aviation safety through the saving of life or property.

5-3. Criteria for ATC Awards

a. Manager of the Year. This award is presented to the manager, either ATC or ATC equipment maintenance who has performed in an outstanding manner or has contributed significantly to ATC during the past calendar year. This award may be based on one or more of the general areas listed below. No priority of importance based on listing is implied. The nominated manager shall have:

- (1) Excelled in all managerial situations.
- (2) Developed and implemented management procedures which have improved facility operations or maintenance.
- (3) Developed and implemented ATC/ATC maintenance procedures which significantly improved the overall readiness, efficiency, and safety of the ATC system.
- (4) Demonstrated performance of duty that commands respect and recognition by others.
- (5) Manifested exceptional dedication to the ATC system beyond the normal requirements or expectations.
- (6) Promoted outstanding community relations.
- (7) Authored a professional paper on ATC or a related topic.

b. Controller of the Year. This award is presented to the controller who has performed in an outstanding manner or contributed significantly to ATC during the past calendar year. This award may be based on one or more of the general areas listed below. No priority of importance based on listing is implied. The nominated controller shall have:

- (1) Performed well in unusually adverse/emergency situations.
- (2) Developed/introduced ATC procedures that improved safety or efficiency.

(3) Demonstrated performance of duty that commands respect and recognition of others in ATC.

(4) Achieved outstanding individual performance.

(5) Promoted outstanding community relations.

(6) Authored a recognized technical/non-technical paper on ATC or a related topic.

(7) Manifested exceptional dedication to the ATC system beyond normal requirements or expectations.

c. Maintenance Technician of the Year. This award is presented to the individual who has made a significant contribution to the maintenance of ATC ground systems (NAVAID, communication, weather, and radar) by displaying superior technical competence during the past calendar year. This award may be based on one or more of the general areas listed below. No priority of importance based on listing is implied. The nominated technician shall have:

(1) Performed well in unusually adverse/emergency situations.

(2) Demonstrated technical expertise that improved ATC safety or efficiency.

(3) Demonstrated performance of duty that commands respect and recognition of others in ATC maintenance.

(4) Achieved outstanding individual results.

(5) Promoted outstanding community relations.

(6) Authored a recognized technical/nontechnical paper on ATC maintenance or a related topic.

(7) Manifested exceptional dedication to maintaining ATC systems beyond normal requirements or expectations.

d. Facility of the Year. This award is presented to the fixed-base facility that has contributed greatly to safety or efficiency in ATC during the past calendar year. This award may be based on one or more of the general areas listed below. No priority of importance based on listing is implied. The nominated facility shall have:

(1) Displayed exceptional efficiency in controlling air traffic which elicited recognition by the users of the service.

(2) Controlled/managed an unusual traffic overload or emergency that brought credit to the facility or group of controllers within the facility.

(3) Promoted safety, developed procedures, or implemented system concepts which brought credit to the facility or group of controllers within the facility.

(4) Promoted outstanding community or activity support.

e. Unit. This award is presented to the ATC Unit that has contributed greatly to safety or efficiency in tactical ATC during the past calendar year. This award may be based on one or more of the general areas listed below. No priority of importance based on listing is implied. The nominated unit shall have:

(1) Displayed exceptional efficiency in controlling air traffic that elicited recognition by the users of the service.

(2) Controlled/managed an unusual traffic overload or emergency which brought credit to a facility, platoon or group of controllers within the unit.

(3) Promoted safety, developed procedures, or implemented system concepts which brought credit to a facility, platoon or group of controllers within the unit.

(4) Promoted outstanding community or activity support.

5-4. ATC Award Nominations and Format

Each MACOM is authorized to submit one nominee for each award. Categories of awards are shown in table 5-1. Nomination format is contained in FM 1-303.

5-5. Selection of ATC Awards

The Director, USAATCA, will convene a board to select the winners of the annual ATC awards from nominations received from the major commanders. The CG, USAAVNC, will announce the selection, arrange for the award presentation, and nominate the selectees as candidates for the ATCA, Inc. awards.

5-6. ATC Awards Presentation

The awards will be presented at a time and place designated by the CG, USAAVNC.

5-7. Air Traffic Control Association (ATCA), Inc. Awards

The ATCA, Inc. selects nominees for these awards each year, generally before 1 July. A professional committee of ATCA, Inc. members selects the recipients. The presentation is made at the National ATCA Conference.

5-8. Safe Aviation Via Exceptional Service (SAVES) Awards

The SAVES award recognizes individuals for exceptional service to the aviation community through the saving of life and/or property.

5-9. Criteria for SAVES Awards

a. Commanders must use their judgment in nominating individuals for awards under this program.

b. Because of the variables in the ATC profession, no definition or prerequisites may be given as to what specifically determines a SAVES award. Actions that saved lives or property should be considered first. These actions may include:

- (1) Helping an aircraft in distress.
- (2) Responding to an emergency effectively.
- (3) Identifying and averting a hazardous situation unknown to the pilot.
- (4) Any other action taken which clearly shows the saving of lives or property.

5-10. SAVES Award Nomination and Format

a. Commanders/directors/managers having assigned ATC personnel, (military or civilian), may send nominations through channels to the Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265.

b. The nominations will be prepared in memorandum format and will include name and grade of nominee, name of nominating unit, and detailed account of SAVE.

c. Supporting data for the nomination will include the following information (if available):

- (1) Statements by the controllers involved.
- (2) Statements by the aviators involved.
- (3) Statements by other personnel, as appropriate.
- (4) Estimated dollar amount of savings realized.

(5) Any other data that may support the nomination (such as a transcription of a tape recording).

5-11. Selection of SAVES Awards

a. The Director, USAATCA, will convene a selection board quarterly to evaluate nominations.

b. Approved awards will be returned through channels for presentation.

Table 5-1

Note to the Editor: Nomination for Award: file on DISK. Labeled TABLES 5-1 5-2 5-3.doc. These tables use columns and a smaller font.

Part Three

Airspace and Special Military Operations Requirements

Chapter 6

General

Section I

Introduction

6-1. Airspace requirements

a. Airspace is a critical national resource that must be shared by numerous users with diverse needs. Increasing numbers of users are making greater demands on existing airspace. This requires more controls to be imposed by the Federal Aviation Administration (FAA) and Host Country airspace managers, more cooperation between users, and more effective and efficient utilization of the airspace. Installation Commanders do not automatically own or control the airspace over their installation. The airspace over an installation (if required) must be obtained and managed. This chapter addresses the requirements for both Terminal and Special Use Airspace (SUA).

b. It is U.S. Army policy that commanders ensure that assigned airspace is used efficiently, effectively, and within national directives. In this regard:

(1) The using agency of special use airspace, designated to the surface, over U.S. Army installations will be the installation commander.

(2) Commanders will ensure that SUA is released to the controlling agency when it is no longer needed for its designated purpose of use.

(3) An activity that is considered hazardous to nonparticipating aircraft, or requires SUA to segregate it from other users of the airspace system, will not be conducted until such airspace has been designated by FAA/Host country or otherwise arranged for by the appropriate U.S. Army authority.

(4) Commanders will carefully consider each new requirement for airspace to determine if the activity can be conducted in existing SUA areas before submitting proposals for new or additional airspace.

(5) U.S. Army SUA will be designated joint use with a FAA/Host country ATC facility except when it is not in the best interest of national defense or security, or when it detracts

from the U.S. Army's ability to accomplish its mission. The U.S. Army must be prepared to justify its position for not permitting joint use. Commanders will promptly release joint use SUA to the controlling agency when it is not being used for the purpose that it was designated.

Note: When a restricted area is designated as joint use, the using agency will ensure that the time of designation for restricted area, as stated in DOD FLIP, Area Planning, SUA document accurately describes the time of use.

(6) U.S. Army using agencies will permit shared use of SUA by other DOD agencies or other users. Such use must be in keeping with the purpose for which the SUA was designated and not detract from the using agency's ability to accomplish its mission. Letters of agreement (LOAs) will be developed between the using agency and the shared user defining procedures to accomplish shared use.

(7) Commanders will review at least once each year their requirements for SUA. If necessary, they will take action to change their currently designated SUA to accommodate existing requirements. The appropriate Department of Army Regional Representative (DARR) will be involved as indicated in paragraph 6-14.

(8) Commanders will review, at least annually, their frequency requirements to support SUA. Necessary actions to review update and coordinate frequency requirements will be conducted with the Army Spectrum Manager or his designated representative. If changes are proposed, coordination with the appropriate DARR and AT&A officer is necessary. Frequency assignments no longer required will be reported for cancellation to the Army Spectrum Manager. (AR 5-12)

Section II

Responsibilities to the NAS and FAA

6-2. Coordinating authority

The Commander, USAASA is the DCSOPS executive agent on matters pertaining to the U.S. and host nation airspace systems. In this capacity the Commander, USAASA--

- a. Is the central DA coordinating authority for U.S. Army matters pertaining to airspace systems.
- b. Provides DA interface with FAA and other civil and government agencies at the international, national and regional level.
- c. Is responsible for the development, coordination, and implementation of plans, policies, and procedures pertaining to U.S. Army matters within airspace systems.
- d. Provides DA membership on DOD, FAA, government, national, and international boards, committees, groups, and panels.

Table 6-1

Addresses and areas of responsibility

Address: Commander, US Army Aeronautical Services Agency, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582 (703) 806-4866, DSN 656-4866

Area of Responsibility: Worldwide

Address: DARR, FAA Central/Great Lakes Region, DOT Regional Headquarters Building,
Federal Aviation Administration, ATTN: DARR, ACE-920, RM 450, 901 Locust Street,
Kansas, City, MO 64106, (816) 329-3290, DSN 552-7717,

Area of Responsibility: FAA Central (ACE) and Great Lakes (AGL) Regions (IA, IL, IN,
KS, MI, MN, MO, NE, OH, ND, SD, WI)

Address: DARR, FAA Eastern/New England Region, 12 New England Executive Park,
Burlington, MA 01803-0510 (781) 238-7906, DSN 478-4826

Area of Responsibility: FAA Eastern (AEA) and New England (ANE) Regions (DE, DC,
MD, NJ, NY, PA, VA, WV, ME, CT, MA, NH, RI, VT)

Address: DARR, FAA Northwest Mountain Region, ATTN: ANM-920, 1601 Lind Avenue,
SW Renton, WA 98055-4056 (425) 227-2952-55, DSN 357-6129.

Area of Responsibility: FAA Northwest Mountain (ANM) and Alaska Regions (CO, ID, MT,
OR, UT, WA, WY, AK)

Address: Assistant DARR, FAA Alaskan Region, ATTN: AAL 520-DARR, 222 West 7th
Avenue, #14, Anchorage, AK 99513-7587 (907) 271-5366 Area of Responsibility: Alaska

Address: DARR, FAA Southern Region, ATTN: ASO-920, 1701 Columbia Ave, College
Park, GA 30337 (404) 305-6915, DSN 797-5481,

Area of Responsibility: FAA Southern (ASO) Region and Central and South America (AL,
FL, GA, KY, MS, NC, SC, TN, Panama, Puerto Rico and Virgin Islands)

Address: DARR, FAA Southwest Region, ATTN: ASW-920 (Room 161), 2601 Meacham Blvd., Fort Worth, TX 76193-0902

(817) 222-5920/21/22, DSN 477-2920/21

Area of Responsibility: FAA Southwest (ASW) Region (AR, LA, NM, OK, TX)

Address: DARR, Western-Pacific Region (AWP-920) P.O. Box 92007, Worldway Postal Center, Los Angeles, CA 90009-2007 (310) 725-3909/3908, DSN 833-1250

Area of Responsibility: FAA, Western-Pacific Region (AWP) and the Marshall Islands (AZ, CA, NV, HI, Kwajalein Island, Japan and Korea*)

Address: Commander, USAASD-E, Unit #29243 APO AE 09102 Tel: Heidelberg Military DSN 373-6426/8079 Area of Responsibility: Europe, Africa, the Middle East and South Western Asia.

Address: Commander, EUSA, ATTN: EAGC-EA-ATS, Unit #15236, APO AP 96205-0009 Tel: Young Son DSN 723-6115/4831, Com. 822-7913-6115/4831, FAX 723-5666/7352

Area of Responsibility: Republic of Korea

*Note: HQ, USAASA delegates responsibilities to EUSA by LOA.

- e. Provides DA representatives for formal or informal public hearings or meetings on matters pertaining to the airspace system. Meetings may be held at the local, regional, or national level.
- f. Will appoint a DA AT&A manager to serve as the U.S. Army technical authority and Manager for the functional areas covered by this regulation.
- g. Will maintain DARR offices at various FAA regional headquarters. These offices will serve as an extension of HQ, USAASA at the FAA regional level.
- h. Will provide guidance and/or assistance to the U.S. Army Aeronautical Services Detachment, Europe (USAASD-E), and the ATC Coordinator's Office, Eighth U.S. Army (EUSA), Korea, as necessary.

6-3. Responsibility within the National Airspace System (NAS)

- a. The DA AT&A Manager is specifically responsible for the functional areas in paragraph 6-2 within the geographical area of the NAS and, to a limited degree, within foreign countries where U.S. Army elements are based. The DA AT&A manager will-
 - (1) Develop and coordinate for approval the plans, policies, and procedures for U.S. Army airspace matters and special military operations requirements within the NAS and then direct and coordinate the U.S. Army position and actions taken in these matters.
 - (2) Provide DA representation for all AT&A matters elevated to the national level.
 - (3) Establish, implement, and monitor the U.S. Army AT&A officer training program.
 - (4). Provide technical guidance and assistance to DA staff elements, the DARRs, and the MACOM AT&A officers on matters pertaining to the airspace systems.

(5). Provide technical guidance and assistance, as necessary, to USAASD-E and the ATC Coordinator's Office, EUSA, Korea.

b. Each DARR is responsible for the geographical area shown in Table 6-1. DARRs will-

(1) Ensure that U.S. Army airspace requirements within their assigned areas are fulfilled in the best interest of the U.S. Army.

(2) Represent HQDA and U.S. Army field commands, within their geographic areas, on airspace actions and terminal instrument procedures affecting the airspace system.

(3) Maintain close liaison with U.S. Army commands to ensure the following:

(a) DA and FAA or host nation policies and procedures are followed.

(b) Problems between the U.S. Army and other airspace users are understood and addressed.

(4) Review airspace proposals processed through their FAA regional offices and keep U.S. Army field commands advised of critical and conflicting issues.

(5) Correlate, review, and process airspace proposals from U.S. Army commanders and keep the command informed of the status of the proposals.

(6) Review each Federal Register for notices or proposed airspace rulemaking actions that may conflict with U.S. Army interests and initiate appropriate action.

(7) Take part in U.S. Army-FAA team visits and meetings concerned with the review and evaluation of airspace assigned for U.S. Army use.

(8) Assist installations and communication-electronics officer in feasibility studies concerning installation, removal, or modification of ATC facilities.

(9) Assist installations and communications-electronics officer with frequency assignments concerning installing, removing or modifying ATC facilities or equipment.

6-4. Responsibility outside the NAS

a. The USAASD-E serves as an extension of the USAASA and provides the focal point for coordination of matters contained in this regulation as pertains to Europe Africa, Middle East, and Western Asia.

b. The ATC coordinator's office, EUSA, Korea, performs the functions delegated in LOA with HQ, USAASA and provides the focal point for coordination of matters contained in this regulation as pertains to Korea.

6-5. MACOMs

MACOMs that have airspace or special military operation requirements will--

a. Monitor all activities pertaining to the U.S. or host government airspace at U.S. Army installations under their control.

b. Assist USAASA on airspace, aeronautical information, and U.S. Army issues requiring coordination with the FAA and other agencies.

c. Monitor designated and assigned airspace to ensure that it is efficiently used in accordance with Army policy.

d. Designate a MACOM AT&A officer to represent the MACOM on matters pertaining to the airspace system. A copy of appointing memorandum will be forwarded to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

The AT&A officer should be an aviator or a civilian with an airspace and ATC background.

The person appointed should have a minimum of a secret security clearance to ensure proper coordination of classified projects. The AT&A officer should also be afforded the opportunity to attend educational seminars and other recommended courses of instruction.(See para 6-15)

6-6. MACOM air traffic and airspace (AT&A) officer

The MACOM AT&A officer will--

- a. Serve as the MACOM point of contact for matters pertaining to this regulation.
- b. Ensures that all airspace actions are coordinated with the responsible DARR, USAASD-E, the ATC coordinator (Korea), or the DA AT&A manager, as appropriate.
- c. Perform functions normally assigned to the DARR or aeronautical services detachment.
- d. Monitor all AT&A functions of subordinate elements of the command.

6-7. Major subordinate commanders, State adjutant generals, and installation commanders

Commanders who are responsible for activities impacting on the airspace system will--

- a. Review their airspace requirements and comply with the policy in paragraph 6-1.
- b. Designate an installation AT&A officer to represent the commander on matters pertaining to the airspace system. A copy of a memorandum appointing an individual will be forwarded to the appropriate MACOM, DARR, and / or the USAASD-E. The AT&A officer should be an U.S. Army aviator or a civilian with an airspace and/or ATC background. The person appointed should be a member of the Installation Planning Board

and have a minimum of a secret security clearance to insure proper coordination of classified projects. The AT&A officer should also be afforded the opportunity to attend educational seminars and other recommended courses of instructions. (See para 6-15)

c. The memorandum for appointing the AT&A Officer/Manager shall contain the following:

- (1) Name
- (2) Rank/Grade
- (3) Office Symbol
- (4) Security Clearance
- (5) Date Appointed as AT&A Officer/Manager
- (6) Statement of status concerning voting member of Installation Master Planning Board.
- (7) Mailing Address
- (8) Message address
- (9) E-Mail Address
- (10) Telephone Numbers: DSN, Commercial, and FAX.
- (11) Remarks.

Section II

General Information

6-8. Visits and statements

U.S. Army personnel will observe the following rules concerning visits and statements:

a. U.S. Army personnel, military or civilian, will not make an official statement or commitment, or render any official Army opinion regarding airspace or other aeronautical matters covered by this regulation unless approved by the DCSOPS, the Commander, USAASA, the appropriate MACOM AT&A officer, or as otherwise approved by this regulation. This does not prevent routine coordination between operating elements of the U.S. Army and the FAA. However, the appropriate DARR will be provided copies of all such coordination correspondence.

b. Commanders will cooperate with and assist FAA/Host Country representatives and review teams visiting their installations on official business. The DARR will be invited to take part in these visits.

c. All official visits to FAA National headquarters must be coordinated with the Commander, USAASA.

d. All official visits to FAA regional offices must be coordinated with the appropriate DARR office. (See table 6-1.)

e. All official visits to host country airspace management offices must be coordinated with DARR Southern Region, Eighth U.S. Army (EUSA) ATC Coordinator's Office or USAASD-E as appropriate.

6-9. Supporting publications

Commanders and AT&A officers must have available to them various supporting publications. Refer to appendix A for a list of supporting publications.

6-10. Waiver of administrative procedures

The Administrative Procedures Act (5 USC 551, 553-559) requires all proposals which will deny or restrict public access to a portion of the NAS to be circularized for public comments. When a delay in obtaining airspace will impair national defense, the Administrator, FAA may waive normal processing requirements at the request of the Secretary of the Army. Requests for waiver will be forwarded to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582. Requests must contain full justification.

6-11. Terminal airspace

Terminal airspace consists of Class B, C, D, and E airspace. Proposals to establish, rescind, or modify terminal airspace requires FAA approval via rulemaking action. Criteria for terminal procedures are outlined in TM 95-226.

- a. A suggested terminal airspace proposal is provided in figure 6-1.
- b. U.S. Army terminal airspace requirements will be processed as rulemaking proposals in accordance with paragraph 7-8 of this regulation.
- c. U.S. Army comments concerning terminal airspace proposals submitted by other agencies will be processed in accordance with paragraph 7-12 and 7-14 of this regulation.

Figure 6-1 Format for terminal airspace proposals

- 1. Title (Give a short description of what action is proposed.)
- 2. Purpose (Explain why the action is proposed.)
- 3. Airfield or Heliport. (Give name and geographic coordinates.

Provide names of satellite airfields involved in the proposal.)

4. Aircraft Types. (Give the types of aircraft expected to use the airfield.)
5. Controlling Agency. (Name the ATC facility that will provide services and the time the service is to be provided.)
6. Communications. (Describe communications facilities per FM 11-486-23, Telecommunications Equipment for ATC Facilities and Systems, or by services to be provided aircraft.) Include required frequency requirements to support ATC services.
7. Weather Observation and Reporting. (State the times that weather observation or reporting service (for terminal airspace) is to be available.)
8. Aircraft Operations. (List the types of aircraft operations expected (VFR, IFR, terminal and/or enroute) and describe the operations in sufficient detail to support airspace planning. For development of the proper terminal airspace configuration, include copies of established or amended terminal instrument approach and departure procedures or draft instrument approach procedures.)
9. Time Designation. (Indicate whether full or part-time designation is planned. If part-time, express in local time.)
10. Remarks. (Include any other information, documents, or charts, pertinent to the airspace proposal.)

6-12. Airspace over land or water outside the United States

a. Under the provisions of Executive Order 10854, 27 November 1959, the FAA must consult with the DOD to ensure that actions affecting airspace over land or water outside the United States are consistent with requirements of national defense. The Commander, USAASA, will develop and present the U.S. Army position on these matters.

b. Policy and operating procedures for operating U.S. military aircraft and for firing into airspace over the high seas are contained in the general planning book of the DOD Flight Information Publications (FLIP).

6-13. Environmental evaluations

Environmental impacts will be assessed when considering any airspace action regardless to the location. Establishment or modification of airspace areas, airfields, navigation facilities, terminal instrument procedures, and similar activities will be planned and conducted to reduce or remove adverse environmental effects.

a. The environmental impact of a proposal will be assessed during the planning stage and will be evaluated along with technical and economic factors.

b. After completion of the environmental assessment (EA), the originator of the proposal will determine whether the environmental impact statement (EIS) or a finding of no significant impact (FONSI) is required. An EIS or FONSI will always be required for SUA proposals if:

- (1) The floor of the proposal area is less than 3,000 feet above ground level (AGL).
- (2) Supersonic flight is anticipated at any altitude.

c. The proposal will:

(1) Identify the installation or activity that serves as the lead agency for complying with the National Environmental Policy Act (NEPA).

(2) Identify by name, address, and telephone number the office of the installation or activity to which comments on environmental aspects may be addressed.

(3) The proposal will include documentation detailing NEPA compliance.

d. EAs or EISs will be prepared and processed IAW AR 200-2. A copy of the final environmental documentation will be forwarded through channels to the FAA with the airspace proposal.

6-14. Letter of Agreement (LOA) or Letter of Procedure (LOP)

a. A LOA or LOP is required on many occasions when complying with this regulation. (See FAA Order 7400.2) All such letters will be coordinated with the appropriate DARR during the development stage or upon modification. Copies of the final version of these letters will be forwarded to the appropriate DARR. Units operating in host countries will coordinate each LOA or LOP with the appropriate office in theater; USAASD-E for its area of responsibility, the EUSA ATS Coordinator's office for Korea, or the appropriate MACOM/Installation AT&A officer.

b. Each LOA or LOP will be reviewed at least annually. The DARR, USAASD-E, EUSA ATS Coordinator's Office (Korea), or MACOM /Installation AT&A officer will participate in these reviews.

6-15. AT&A Officer background / Training requirements

a. The AT&A officer should be an U.S. Army aviator or a civilian with an airspace and/or air traffic control background.

b. The AT&A officer should be a member of the Installation Planning Board and have at least a SECRET security clearance to ensure proper coordination of classified projects.

c. To accomplish the U.S. Army's mission, individuals assigned to coordinate U.S. Army requirements must have a basic understanding of the airspace system. They must:

(1) Know the airspace system composition; the rules, regulations, and procedures by which it is managed; and how the U.S. Army interfaces with the airspace managers (FAA /host country) and other users of the airspace systems.

(2) Be able to identify and define their airspace requirements; develop, coordinate, negotiate, and process proposals to satisfy their requirements; manage their assigned airspace in an efficient and effective manner; maintain appropriate records, and submit required reports.

d. To ensure that personnel receive required training, commanders should provide resources and the opportunity for their AT&A officers and other individuals working with the airspace systems to attend the courses shown below. Information on these courses may be obtained from the DARR or the DA AT&A manager at HQ, USAASA.

(1) FAA Airspace Management Course at Oklahoma City, OK or USAF Airspace Management Course at Keesler AFB, MS.

(2) The FAA

Obstruction Evaluation Course at Oklahoma City, OK.

(3) The

FAA Introduction to the National Environmental Policy Act (NEPA) Course At Oklahoma City, OK.

(4) The Executive Environmental and Hazardous Materials Course, FT Lee, Virginia.

(5) The AT&A officer workshops or seminars hosted periodically by the DARR and/or the DA AT&A manager.

(6) AT&A officers study guide.

Part Three

Airspace and Special Military Operations Requirements

Chapter 7

Special Use Airspace Procedures

Section I

General

7-1. Scope

This chapter outlines how commanders may obtain special use airspace (SUA) in order to fulfill mission requirements. It also provides guidance on the type of SUA needed, how to manage the airspace, records required, reporting requirements, and other responsibilities of the using agency of SUA. Definitions of SUA and procedures may vary outside FAA jurisdiction consult HQ, USAASA for procedures.

7-2. Safety requirements

For artillery, missile, drone, or similar activity in SUA, commanders will comply with the safety criteria cited in AR 385-62, AR 385-63, and this regulation.

7-3. Annual review of SUA

Each year the installation AT&A officer will submit to the appropriate DARR, the draft SUA utilization report including comments concerning the adequacy of SUA. (See para. 7-23)

Section II

Airspace Proposals

7-4. Proposal categories

These procedures apply where FAA is the airspace authority. Coordinate with the appropriate DARR for other areas. Airspace proposals fall into the following categories:

a. Rulemaking. Proposals for which the FAA issues, amends, or repeals rules, regulations, or orders designating airspace and airspace use. Rulemaking actions place a burden on the public and may have punitive liability for a violation of the rule. Military members are subject to the rule unless specifically exempted. The FAA is required to publish the proposal and the final action taken on the proposal in the Federal Register.

b. Nonrulemaking. Proposals for which the FAA has authority to take final action but normally does not issue a rule, regulation, or order. These proposals are usually circularized for public information at the FAA regional level.

Note: For specific information, refer to FAA Order (FAAO) 7400.2.

7-5. Initiating Proposals

Proposals, both rulemaking and nonrulemaking, normally are initiated at the installation level. These proposals may be initiated at any level within the U.S. Army.

7-6. Development of proposals

SUA proposals will be developed according to the format provided in figure 7-1. The DARR will provide assistance as necessary.

Figure 7-1. Suggested format for SUA proposals

1. Description

- a. Title (A short definitive description of what is proposed).
- b. Boundaries. (A definitive description of the proposed area's geographical perimeter.)
- c. Altitudes. (Minimum and maximum altitudes proposed for use.)
- d. Times of use. (The local time that the operations are normally expected to begin and end.)
- e. Controlling agency. (Applies only when area is joint use.)
- f. Using agency. (Name of responsible U.S. Army agency.)

2. Coordination.

(Furnish a summary of the coordination accomplished. For new proposals, indicate that shared use and/or expansion of existing areas has been explored and determined unacceptable to meet the requirements for airspace.)

3. Justification.

The need for the proposed SUA must be definitive and able to support any subsequent challenge from other airspace users. Additionally, the justification must support the affording of priority to the SUA proponent. Statements such as "the containment of military activity in support of national defense," or other statements of a similar nature are inadequate.

4. Activities. Activities include:

a. A list, using general terms, of activities to be conducted by each organization proposing to use the area. i.e. ROA operations...not Hunter ROA operations.

b. The local time daily operations are normally scheduled to begin and end. Include weather requirements if it is a condition of use.

c. Number of hours (daily) the area will be used.

d. Days per week, weeks per month, or months per year (as appropriate) that the proposed area will be used.

e. If the proposed SUA is to be used for aircraft operations, include the information below:

(1) The number and type of aircraft normally involved in performing activities for which the area is established.

(2) A statement as to whether ground or airborne radar surveillance will be used. Indicate on appropriate charts where the radar coverage will be available.

(3) Indicate the altitudes to be used in daily aircraft operations (expressed in feet MSL or flight levels as appropriate). For each type of activity, include the altitude (or blocks of altitudes) and the number of hours the altitude will be used.)

(4) State intentions regarding flight at supersonic speeds.

f. If the area is to be used for surface firing, include the information requested below:

(1) Type weapon(s) to be fired.

(2) Maximum altitude of surface firing (expressed in feet MSL) to be used in accomplishing required operations.

(3) Number of hours highest altitude is to be used.

(4) Altitude normally used for daily firing operations (expressed in feet MSL).

g. Any special requirements.

5. Safety Considerations.

(Include an explanation as to how each of the factors below, is to be accomplished.)

a. How activity will be confined within the proposed area.

b. Procedures for handling malfunctions.

c. Tolerance for ordnance trajectory.

6. Communications and radar.

(Specify the availability of ground and/or airborne radar unit(s), and/or fleet area control and surveillance facilities.

7. Environmental and Land Use Information.

a. Identify the lead agency or appropriate representative responsible for compliance with NEPA.

b. Certify NEPA compliance.

c. Furnish the name, address, and telephone number of persons to whom comments on environmental and land use aspects may be submitted.

d. Proposals requesting designation of SUA below 1,200 feet above ground level which is overlying private or public use land will indicate agreement to provide reasonable and timely aerial access to such land. Prohibited and restricted area proposals requesting designation from the surface will indicate that the proponent either owns, leases, or by agreement controls the underlying surface.

8. Graphic Display.

(Proposals will include a graphic presentation of the proposed area on maps and aeronautical charts, as appropriate. If applicable, the presentation should indicate those areas owned, leased, or controlled by the using agency. All proposals should, as a minimum, be depicted on VFR sectional aeronautical charts.

a. If the area is to contain aircraft operations, the location and the representative pattern of firing and/or bombing runs will be depicted. If appropriate, show where the run begins, lock-in point, where firing if any, commences and ends.

b. If the area is to contain surface-to-surface or surface-to-air firings, the information below will be depicted:

(1) Firing points.

(2) Impact areas.

(3) Perimeter or firing fans for each type weapons used.

9. Joint Use.

(State whether the area will be joint use (where appropriate) and if not joint use, include justification for not being joint use.

10. Remarks

(Specify any pertinent data not indicated elsewhere.)

7-7. Coordination of proposals

a. The initiating agency will coordinate the proposal with the appropriate DARR.

- b. The initiating agency, with DARR assistance, will coordinate the proposal with all affected parties, local civil communities, and individuals.
- c. The DARR will coordinate the proposal with the other military services.
- d. Results of this coordination will be included in the proposal.

7-8. Submission of rulemaking proposals

- a. The initiating agency will:
 - (1) Submit enough copies of each proposal through channels so that the MACOM receives two copies.
 - (2) Forward two copies directly to the appropriate DARR.
- b. The MACOM will forward one copy to HQ, USAASA with a recommendation of approval or disapproval.
- c. When approval is recommended by the MACOM, and after coordination with other appropriate DA elements, HQ, USAASA will instruct the DARR to submit the proposal to the FAA region for action.

7-9. Submission of nonrulemaking proposals

- a. The initiating agency will:
 - (1) Submit enough copies of each proposal through channels so that the MACOM receives one copy.
 - (2) Forward two copies of the proposal directly to the appropriate DARR.
- b. The MACOM will review the proposal and recommend approval or disapproval to the DARR.

c. The DARR will submit a copy of the proposal to the FAA region for action upon notification of approval by the MACOM.

7-10. Controversial proposals

The initiating activity will attempt to resolve, at the lowest level, any dispute or controversy pertaining to a SUA proposal.

a. The DA AT&A manager will be notified immediately when any proposal becomes controversial or attracts the attention of public or political individuals.

b. On request, the DARR or the DA AT&A manager will assist the commander in resolving any issues with regard to the proposal. If necessary, meetings will be arranged between all involved parties in an attempt to resolve the differences. At such meetings, the DARR will represent the U.S. Army position to the FAA after coordination with the DA AT&A manager. If the issue requires the attendance of the DA AT&A manager, the DA AT&A manager will be the DA spokesperson.

c. Proposals involving a disagreement between the U.S. Army and another military department will not be forwarded to the FAA until the matter is resolved. The initiating activity will attempt to resolve the matter first. If unable, the DARR will negotiate for resolution at regional level. If necessary, the DA AT&A manager will attempt resolution at DA or higher level.

d. A proposal involving a disagreement between the U.S. Army and other agencies, activities, or individuals (other than the military departments) may be submitted directly to FAA headquarters by the DA AT&A manager. Airspace proposals will not be submitted directly to the FAA by the proponent or using agency.

7-11. Processing time

The initiating agency must take into account, during the development stage, the time required for processing a proposal. Proposals must be developed early enough to allow for the time required to process through U.S. Army channels as well as the following FAA time requirements:

- a. Nonrulemaking proposals usually require the FAA a minimum of 6 months to process from the date received.
- b. Rulemaking proposals usually require the FAA a minimum of 12 months to process from the date received.
- c. Controversial proposals, both rulemaking and nonrulemaking, may take several years to process.
- d. Additional information on processing is provided in FAAO 7400.2.

7-12. Proposals submitted by other airspace users

Rulemaking proposals are published in the Federal Register. Nonrulemaking proposals are usually circulated by the implementing agency.

- a. The DARR will continually review these proposals, both rulemaking and nonrulemaking, and forward those of concern to appropriate U.S. Army agencies for comments.
- b. U.S. Army commanders will review these proposals for possible conflict with their requirements. When any conflict exists, the affected U.S. Army installation or activity

commander should prepare an objection to the proposal. Objections must be specific, fully justified, and based on valid aeronautical and/or operational criteria.

7-13. Submission of objections to proposals

Objections to proposals of other airspace users will be submitted as follows:

a. Written objections to proposals must reach the appropriate DARR no later than 10 days before the FAA closing date published in the Federal Register. An U.S. Army commander may request in writing an extension of time to evaluate a rulemaking proposal. In such cases, the request must reach the DARR at least 20 days before the closing date.

b. The DARR will submit the objection to the FAA region point of contact except when the objection pertaining to a proposal involves more than one region. When this occurs, the DARR will forward the objection to the DA AT&A manager for action.

Section III

Special Use Airspace

7-14. Requirements for restricted areas

Restricted areas require rulemaking action and are established when it is determined necessary to confine or segregate activities considered to be non-compatible with, or hazardous to, nonparticipating aircraft. If the area is to the surface the U.S. Army must own or legally control the surface area under the airspace to be established.

7-15. Restricted area proposals

Restricted area proposals are:

- a. Initiated IAW paragraph 7-5 of this regulation. To determine requirement for buffer zones for other than aircraft operators, refer to AR 385-62 and AR 385-63.
- b. Developed and coordinated IAW paragraph 7-7, 7-8, and 7-9 of this regulation. The use should be stated broadly enough to cover future similar systems.
- c. Submitted to the DARR IAW paragraph 7-8 of this regulation.
- d. Processing time requirements are the same as cited in paragraph 7-11 of this regulation.
- e. Should be considered for shared use during the development process.

7-16. Activities requiring restricted airspace

Activities for which restricted areas are normally designated must be considered non-compatible with or hazardous to nonparticipating aircraft. These activities include, but are not limited to, the following:

- a. Firing of field artillery, mortars, missiles, rockets, lasers, or similar weapons or other activities which may be hazardous to non participating aircraft.
- b. Drone or remotely operated aircraft (ROA) operations. (Formerly known as UAV.)
- c. Certain types of aircraft ordnance delivery and test flights.
- d. Some types of laser activity; electronic, chemical, and nuclear measures; and various types of research and development efforts.
- e. Dropping of chaff and some ECM.

Note: To ascertain if the types of activity in c and d above require SUA, contact the DARR.

7-17. Authorized use

Restricted areas are to be activated only for those activities listed in the proposal for establishment of the area or for those activities approved at a later date.

7-18. Changes

Changes to a restricted area, including modification of size, segmenting, revocation, type of activity conducted, times of use, name of controlling agency, and name of using agency may require rulemaking action. Contact the DARR to determine what action is required.

7-19. Joint use airspace

Joint use is explained in FAAO 7400.2. It is U.S. Army policy that all restricted areas will be joint use. Joint use restricted areas will only be activated IAW the LOA between the using and controlling agencies. An example, of an LOA is provided in FAAO 7400.2. A copy of the draft LOA will be forwarded to the appropriate DARR for review..

7-20. Shared use airspace

a. When an agency, other than the U.S. Army using agency, conducts operations in a restricted area, the area becomes a shared use restricted area. It is U.S. Army policy, to permit shared use to the extent feasible.

b. The using agency will ensure that the requesting agency's proposed activities can be supported within the restricted area. If the shared use activity requires a change or modification to the restricted area, rulemaking action will probably be required. Contact

the DARR for advice if this situation arises. Proposals for such changes will be submitted IAW paragraph 7-8 of this regulation.

c. The using agency and the shared user will develop an LOA that explains how the area will be used and how the shared use activity will be recorded. A copy of the LOA will be forwarded to the appropriate DARR for review prior to final signature. A sample shared use LOA is provided in figure 7-2 of this regulation.

7-21. Temporary restricted areas

Temporary restricted areas are explained in FAAO 7400.2. Contact the DARR if a temporary restricted area is required.

7-22. Utilization records

a. The using agency will maintain records of all activities that require the restricted area or military operations areas (MOAs) to be activated. These records will be used in preparing the annual utilization report and justifying the retention of the restricted area and MOAs. The using agency is required to submit utilization data in a format prescribed by the Commander, USAASA, after a specific format has been negotiated with the FAA. Other utilization records may be required outside FAA jurisdiction.

b. Restricted area/MOA daily use information includes, but is not limited to the following:

- (1) Time that area was activated and deactivated, if joint use.
- (2) Total hours of use. List subdivision of segment if use is divided.
- (3) Type or extent of ground based activity.

- (a) Type of activity.
- (b) Number of firings, launchings, and so forth.
- (c) Number of hours of operation.
- (d) Maximum altitude activated.
- (4) Type and extent of air operation.
- (a) Type of aircraft or aerial vehicle (for example, ROA, fighter bomber).
- (b) Number of sorties.
- (c) Altitudes or flight levels by type aircraft.
- (d) Number of hours of aircraft operation.
- (5) Type and extent of activity of a nature different from those above.

7-23. Utilization reports (RCS 1412-DOT-AN)

This applies where FAA is the airspace authority.

a. FAR, Part 73, requires that each using agency prepare an annual utilization report on the use of its restricted areas and military operations areas (MOA). Failure to describe accurately the use of restricted areas and fully justify their retention can cause loss or modification of the area. For joint use restricted areas, it is of particular importance to furnish accurate information on the amount of time an area is relinquished to the controlling agency.

b. The using agency of each restricted area will prepare an annual utilization report for the area covering the period from 1 October through 30 September. The report will be compiled from daily use records. The information required for the report and the suggested format is in figure 7-3. Using agencies will ensure that use of the restricted area

is completely and accurately described. Assistance on this report may be requested from the DARR.

c. Utilization reports will be processed as follows:

(1) Each using agency will forward a draft report to the appropriate DARR (see table 6-1) no later than 15 October each year.

(2) The DARR will review the draft report and return it to the user with comments within 20 days.

(3) Upon receipt of the DARR comments, the using agency will finalize the report and forward four copies to the DARR no later than 30 November. Additional copies will be forwarded simultaneously as follows:

(a) Active U.S. Army users will send enough copies through channels so that their MACOM receives one copy.

(b) ARNG/USAR users will send enough copies through channels so the National Guard Bureau and the U.S. Army Forces Command each receive one copy.

(4) The DARR will send two copies of the final report to the DA AT&A manager no later than 31 December.

(5) The DA AT&A manager will:

(a) Review all reports.

(b) Send one copy of each report to the appropriate office in FAA headquarters by 31 January of the next year.

(c) Instruct the DARR to provide one copy of each report to the appropriate FAA region headquarters office.

d. When a report indicates that the restricted area is larger than required to contain the user's activity, the using agency will initiate action to reduce the size of the area to that size actually required unless full use of the area is planned within the next reporting period. The FAA does not recognize long-range contingency plans as justification for the establishment or continued designation of a restricted area.

e. If the information provided in the annual utilization report is insufficient to evaluate the use of restricted area, the FAA may ask the using agency for a supplementary report. The following conditions apply to that request by the FAA:

(1) Within 30 days after receiving a request, the using agency will send the additional information to HQ, USAASA.

(2) Subject to security classification, HQ, USAASA will forward the information to the FAA.

(3) All FAA requests for additional information and the information provided to the FAA as a result of that request will be forwarded through normal channels to HQ, USAASA.

7-24. Violations of U.S. Army restricted areas

a. Nonparticipating aircraft entering a restricted area will be identified, if possible, by the using agency and instructed to leave the area if communication can be established with the pilot.

b. If the nonparticipating aircraft is identified as military, the using agency will prepare a report of violation and process IAW AR 95-1.

c. If the nonparticipating aircraft is identified as civilian, the using agency will prepare a report of the alleged violation and forward the report to the appropriate DARR. The DARR

will then forward this report IAW with AR 95-1 to the Air Traffic Division of the FAA region in which the alleged violation occurred.

d. If the participating aircraft cannot be identified immediately, the using agency should contact the nearest FAA flight service station (FSS) or ATC facility for assistance. The using agency will give as much information as possible (such as type of aircraft, identification number, color, altitude, direction of flight, time of entry, and entrance point). In coordination with the FSS or the air traffic facility (ATF), the using agency will also send other information on the alleged violation as it becomes known. If the nonparticipating aircraft registration number can be identified, the using agency will then forward the information to the DARR for action.

e. The using agency should be prepared to assist the FAA with the investigation. This may require offering evidence, witnesses, statements, and copies of records.

f. Reports of violations of flying regulations are exempt from requirement control in accordance with AR 335-15.

7-25. Prohibited areas

Prohibited areas require rulemaking action and are designated in the best interest of national security and welfare. Only in unusual circumstances will the U.S. Army have a need for a prohibited area. If the need arises, the DARR should be consulted before initiating a proposal. For specific information on prohibited areas, refer to FAAO 7400.2.

7-26. Warning areas

Warning areas are established in international airspace to contain activity that may be hazardous to nonparticipating aircraft. The DARR should be consulted prior to initiating any proposal affecting or requiring warning areas. For specific information on warning areas refer to FAAO 7400.2.

7-27. Military operations areas (MOAs)

MOAs are volumes of airspace with specific vertical and lateral limits. These areas are used to separate/segregate certain nonhazardous military activities from instrument flight rules (IFR) traffic and to identify for Visual Flight Rules (VFR) traffic the area in which these activities are conducted. MOAs do not impose any flight restrictions or communication requirements on nonparticipating VFR aircraft.

- a. Procedures for operating within MOAs are in FAAO 7400.2. These procedures are set forth in an LOP between the using agency and the controlling agency.
- b. MOAs are charted on sectional, VFR terminal, and low altitude enroute charts.
- c. MOA proposals will be prepared in the format shown in figure 7-4.
- d. For additional information, refer to FAAO 7400.2.
- e. Maintain utilization records per paragraph 7-22 of this regulation.

7-28. Alert areas

An alert area is established, if requested, when a high volume of pilot training or an unusual amount of aeronautical activity (over 250,000 movements annually) is being conducted.

Alert area proposals will be developed IAW paragraph 7-4 of this regulation and submitted

to DARR IAW paragraph 7-9. (See FAAO 7400.2 for further guidance on alert areas.)

Alert areas are basically an advertisement of aeronautical activities.

7-29. Controlled firing area (CFA)

A CFA is established to contain activities that, if not conducted in a controlled environment, would be hazardous to nonparticipating aircraft. Proposals for a CFA will include items shown in figure 7-1 and will be submitted to the DARR according to paragraph 7-9 of this regulation. (See FAAO 7400.2 for guidance on establishment of CFAs.)

Figure 7-2. Format for Shared-Use Letter of Agreement

SHARED-USE LETTER OF AGREEMENT

SUBJECT: Shared-Use Letter of Agreement for (give name) Restricted Area (R-XXXX)

1. The following agreement between the (U.S. Army using agency and the requesting agency) establishes conditions for the shared use of restricted area R-XXXX at (location) (Give the conditions of use mutually agreed upon. Define the activities to be conducted, the time the area will be used, altitude required, and any special control measures the requesting agency imposes. Name the agency responsible for overall scheduling control within the area.)

2. This agreement becomes effective (give date) and will continue in effect unless amended or until terminated. The conditions of termination are as follows: (List conditions for terminating agreement.)

EXECUTED:

For the Requesting Agency: For the Using Agency

Signed: Signed:

Title: Title:

Date: Date:

REVIEWED:

Signed: Signed:

Title: Title:

Date: Date:

Figure 7-3. Restricted Area Annual Utilization Report (RIS: AT 7450-1)

1. Restricted area number/ MOA name: Report only one restricted area or MOA per report. Sub areas should be reported separately.
2. Period of Report: Self-explanatory
3. Published hours of operation: As published in FAAO 7400.8
4. Altitudes:
 - a. Published altitudes: As published in FAAO 7400.8
 - b. ATCAA associated: If an ATCAA is on top of airspace, indicate yes or no as appropriate. (See FAAO 7610.4 for definition.)
 - c. ATCAA altitudes available per LOA Self-explanatory
5. Activities
 - a. Aircraft operations

(1) Aircraft Types: List the types of aircraft that utilized the area during the reporting period.

(2) Maximum Altitude/flight level: List the maximum altitudes used.

(3) Activities conducted in the area: List the activities conducted during the reporting period.

(4) Is the area used for supersonic operations? Self-explanatory.

b. Artillery/Mortar/Missile (Restricted Area only)

(1) Type: Self-explanatory

(2) Maximum ordinate: Self-explanatory

(3) Purpose/ Mission: self-explanatory

c. Other operations: List those operations not contained in paragraph a or b above.

(Lasers, ROA, etc.)

(1) Type: Self-explanatory

(2) Maximum Altitude: Self-explanatory

(3) Purpose/Mission: Self-explanatory

6. Area coverage available

a. Communications: List the radio frequencies/telephone lines being used to monitor/coordinate area activity. If none, so state.

b. Radar/Type: State the type of radar being used to monitor area activity. If none, so state.

c. ATC services provided: List what services are provided and by whom (e.g. Positive control, Flight following: By Whom...LAX ARTCC or OZR APC)

7. Utilization

a. Total number of air operations for period of report: Enter the total number of air operations recorded for the period of the report: (e.g. 65,432 ops). An air operation is one aircraft utilizing the area (e.g. a flight of four aircraft equals four air operations).

b. Total number of days area was:

(1) Scheduled: If the area was scheduled for any portion of a day, count it as a day.

(2) Activated: If the area was activated for any portion of a day, count it as a day.

(3) Utilized: If the area was utilized for any portion of a day, count it as a day.

c. Total number of hours area was:

(1) Scheduled: If the area was scheduled, count the number of hours scheduled.

(2) Activated: If the area was activated, count the number of activated hours.

(3) Utilized: State the number of hours the area was utilized.

8. Released to controlling agency for public use (Joint Use)

a. Total number of hours released for period reported: Figure is based on 24 hours a day 365 days per year.

b. Number of hours area was active and non-participating aircraft were permitted simultaneous access: Self-explanatory

c. Number of weekdays area was not activated: Self-explanatory

d. Number of weekends/holiday days area was not activated: Figure is based on actual days, not 2/3 day periods.

9. New chart submitted or no change: Submit new chart only if a change to the area has occurred.

10. Other pertinent information: Self-explanatory

Figure 7-3 Restricted Area Annual Utilization Report (RIS: AT 7450-1)

Figure 7-4. Format for SUA proposals

1. Title (Give short description of what is proposed.)
2. Purpose (Include comprehensive explanation of the action proposed.)
3. Location and dimensions. (A graphic presentation of the proposal on maps or aeronautical charts.)
 - a. Boundaries. (A description of the airspace requested. Use geographic coordinates or other references that clearly define the proposed area's perimeter.)
 - b. Altitudes. (Minimum and maximum altitudes (include buffer) in feet MSL or flight level.)
4. Pertinent data on activities.
 - a. Include a list of activities to be conducted in the area by all organizations that will use it for the reasons requested.
 - b. State the time daily operations are normally scheduled to begin and end. Express in local time.
 - c. List the average number of hours the area will be used each day.
 - d. State the days per week, weeks per month, months per year the proposed area will be used.
 - e. If the area is to be used for aircraft operations include the information below:
 - (1) Number and type of aircraft normally involved in activities for which the area is requested.
 - (2) Altitudes or flight levels to be used in daily operations.

Figure 7-4. Format for SUA proposals

Chapter 8

Airports, Navigational Aids (NAVAIDs), and Obstructions

Section I

General

8-1. Scope

This chapter outlines requirements and procedures where an action initiated by the Army will effect the navigable airspace.

a. In areas under FAA authority for management of the NAS, proposals require nonrulemaking action that must be processed with the FAA. U.S. Army proposals concerning these requirements normally originate at installation level; however, tactical commanders may also have specific military exercise requirements that pertain to the items covered in this chapter. The specific requirements for each proposal are outlined in this chapter.

b. Areas outside of FAA authority, units will contact USAASD-E or EUSA ATS Coordinator's Office or HQ, USAASA as appropriate to determine local requirements.

8-2. Airports, heliports, landing areas, and missile and rocket sites - Prior Notice Requirements

The Federal Aviation Act of 1958 (Codified as 49 USC) requires where FAA is the airspace authority that:

a. No military airport, landing area, missile or rocket site shall be acquired, established, constructed or any runway layout substantially changed unless reasonable prior notice is given to the FAA. (Army agencies will forward these notifications to the appropriate DARR. The DARR will review the documents and forward them to the FAA.

b. No substantial changes shall be made to the way the U.S. Army uses military airports (e.g. relocation of aircraft from one operating area to another), landing areas, missile or rocket sites unless reasonable prior notice is given to the FAA. (Notices to modify, or delete, airports, heliports, landing areas, missile sites, or rocket sites will be prepared using FAA Form 7480-1, Notice of Landing Area Proposal. This form is available from the DARR. (See table 6-1 for DARR address.)

c. Notices will be processed with cover letter as indicated below:

(1) Notice concerning projects undertaken under the annual Military Construction Plan (MCP) are submitted through the MACOM to the Commander, USAASA, ATTN: ATAS-AI, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582, for submission to the FAA headquarters with an information copy to the appropriate DARR/USAASD-E.

(2) Notices concerning projects that are not part of the annual MCP are submitted through channels to the appropriate DARR, with a copy sent to HQ, USAASA, for submission to the FAA regional office.

8-3. NAVAIDs

NAVAIDs include Tactical Air Navigation (TACAN), Very High Frequency Omnidirectional Range (VOR), NonDirectional Beacon (NDB), Instrument Landing System (ILS), Visual Glide Slope Indicator (VGSI), Ground Control Approach RADAR (GCA), and Distance Measuring Equipment (DME). NAVAID facilities require FAA approval. (See FAAO 7400.2, for specific information.) Units located outside the NAS should contact USAASD-E or the EUSA ATS Coordinators Office or HQ, USAASA to determine their local NAVAID processing requirements.

- a. NAVAID proposals will be prepared in accordance with FAAO 7400.2.
- b. NAVAID requirements will be processed as nonrulemaking proposals in accordance with paragraph 7-9 of this regulation.
- c. The FAA regional office must approve requests for all NAVAID frequencies. The request for a specific frequency assignment should be included in the formal NAVAID proposal. The U.S. Army area frequency manager will also be notified and provided a copy of the NAVAID proposal.
- d. The FAA selects the names for all NAVAIDs and radio fixes. If a specific name is desired it should be included in the formal NAVAID proposal.
- e. Requests that concern a frequency change or a name change may be submitted in letter format via the DARR to the FAA regional office providing the NAVAID is not part of the memorialization program in accordance with AR 1-33 (Memorial Programs). Request for memorialization/ deactivation/or a name change will be submitted in accordance with AR 1-33 prior to submission through channels to FAA. All frequency changes will be submitted and coordinated with the respective Army area frequency manager or coordinator.

f. U.S. Army comments on NAVAID proposals submitted by other agencies will be processed in accordance with paragraph 7-12 and 7-13 of this regulation.

g. Local FAA/host country airspace authority approval is required for VFR training facilities. The intent is that tactical/temporary NAVAIDs used for “VFR only”, not interfere with established traffic patterns or the frequencies (assigned by the frequency authority) do not interfere with permanent facilities.

h. Temporary mobile/tactical radar facilities installed for visual flight rules training shall be coordinated with the air traffic agency or agencies responsible for the airspace in which the facility will operate. The facility does not require FAA non-rulemaking action.

8-4. Obstructions

U.S. Army commanders must formally notify the FAA and HQ, USAASA, through the DARR, of proposed construction and/or alteration of existing structures on or near military installations that could obstruct navigable airspace. Notify the DARR of all proposed construction and/or alteration of existing structures on or near military airfields and heliports that would affect the National Airspace System or airport/approach imaginary surfaces.

Obstructions include but are not limited to: Constructing buildings, erecting antennas, building roads or railroads near an airfield, allowing trees to grow to an unacceptable height near an airfield/heliport, and temporary obstructions caused by construction equipment. Specific notification criteria are listed in paragraph 8-5 of this regulation and 14 CFR Part 77. These notices allow the FAA to determine if the proposed construction would have a hazardous effect on air navigation, the need for obstruction marking and lighting, or other measures needed to ensure safe airspace. For units located in Europe,

Africa, Middle East and Western Asia forward requests through USAASD-E, units in Korea will forward requests through the EUSA, ATC Coordinators Office, all others will forward through their MACOM to HQ, USAASA.

a. U.S. Army agencies proposing construction that requires notification to the FAA will prepare the notice on FAA Form 7460-1 (Notice of Proposed Construction or Alteration) and forward it to the appropriate DARR for submission to the FAA, with a courtesy copy to HQ, USAASA USAASA/ATAS-AI. Forms are available from the DARR. (See table 6-1 for address.)

b. If the construction is contracted to an outside agency, this agency will forward to the appropriate DARR and HQ, USAASA the notice concerning construction at least 90 days prior to beginning construction, unless the military agency has already filed a notice.

c. Obstruction requirements will be processed, with cover letter, as nonrulemaking proposals in accordance with paragraph 7-9 of this regulation. Specific forms can be obtained from the appropriate DARR.

d. U.S. Army comments on obstruction proposals submitted by others agencies will be processed in accordance with paragraphs 7-12 and 7-13 of this regulation. In overseas locations host nation laws may also be applicable.

8-5. Notices of proposed construction or alteration

(a) Notice to the FAA or host nation authority is required for any proposed:

(1) Construction or alteration of more than 200 feet in height above the ground level at its site.

(2) Construction or alteration of greater height than an imaginary surface extending outward and upward at one of the following slopes:

a. One hundred to one for a horizontal distance of 20,000 feet from the nearest point of the nearest runway of each airport specified in (5) below, with at least one runway more than 3,200 feet in actual length, excluding heliports.

b. Fifty to one for a horizontal distance of 10,000 feet from the nearest point of the nearest runway of each airport specified in (5) below, with no runway more than 3,200 feet in actual length, excluding heliports.

c. Twenty-five to one for a horizontal distance of 5,000 feet from the point of the nearest landing and takeoff area of each heliport specified in (5) below.

(3) Highway, railroad, and waterway crossovers for special height criteria. (See FAR, part 77, for specific information.)

(4) Construction or alteration that extends into terminal or enroute airspace used for instrument flight as identified by criteria in TM 95-226.

(5) Construction or alteration on all airports (including heliports) that are:

a. Available for public use and listed in the DOD FLIP Airport/Facilities Directory or Supplement.

b. Operated by an armed force of the United States.

c. Under construction that will be available for public use and for which a notice or proposal is on file with the FAA.

(b) Supplemental notices will be prepared by each sponsor under the following circumstances:

(1) Construction or alteration for which a notice has been filed and when advised by the FAA that a supplemental notice is required. Such notice will be submitted in time to reach the FAA at least 48 hours before the construction or alteration begins.

(2) Construction or alteration that requires a notice under this section. This supplementary notice goes to the FAA region having responsibility for the area involved and must be sent within 5 days after construction or alteration has reached its greatest height under the following conditions:

a. Construction or alteration is more than 200 feet above the surface level of its site; or

b. The FAA has advised the sponsor that a notice is required.

c. Notification to the FAA is not needed for construction or alteration of the following:

(1) Any structure:

a. Shielded by existing structures of a permanent and substantial character or natural terrain of equal or greater height.

b. Located in the congested areas of a city, town, or settlement where it is evident beyond all reasonable doubt that it will be shielded and will not affect safety or air navigation.

(2) Any antenna structure of 20 feet or less in height except one which increases the height of another antenna structure.

(3) U.S. Army NAVAID, airport visual approach or landing aid, aircraft arresting device, or meteorological device (of a type approved by the FAA or military service) for

military airports when the location and height of the object is fixed by its functional purpose. These notices do not cancel the nonrulemaking proposals required in paragraph 8-3.

(4) Any construction or alteration for which notice is required by other FAA regulations.

(5) Outside the NAS, the reporting of construction, obstructions, airspace proposals and NAVAID changes, proposals or requirements should be to the respective theater representative (i.e. HQ, USAASA, USAASD-E or the EUSA ATS Coordinator's Office).

8-6. Project Review and Obstructions/Engineering Criteria Waivers:

This paragraph outlines the procedures to be used by commanders to ensure all construction (maintenance, repair, and/or new construction) at or adjacent to aircraft operational facilities or airspace meets the criteria in DOD Tri-Service manual TM 5-803-7. Construction that does not meet these requirements will require an approved waiver in place, prior to becoming operational. TM 5-803-7, Airfield & Heliport Planning Criteria, outlines the waiver process to be used.

- a. TM 5-803-7 applies to all U.S. Army aircraft operational facilities.
- b. The criteria in TM 5-803-7 shall be applied by facilities master planners, aviation operational planners, and DPW design engineers when planning for air operations, constructing and/or modifying real property facilities and/or when establishing land uses and constructing facilities within the vicinity of aviation facilities or their airspace. All construction project sites at or adjacent to an Army air operational activity will require USAASA's coordinated approval prior to initiation of programming actions.

c. Project technical review.

(1) The Director, USACE Transportation Systems Mandatory Center of Expertise (TSMCX), shall provide technical review of all real property facility designs (plans, specifications and design analysis) for the maintenance, repair or construction (MILCOM or minor construction) of any item related to Army aircraft operational facilities using any type of funding (MCA, MCAR, MCNG, OMA, BRAC or other).

(2) Two copies of all planning and design documents (project booklet, plans, specifications and design analysis) shall be sent to the following office for review: U.S. Army Corps of Engineers. Transportation Systems Center, 215 North 17th Street, Omaha. NE 68102-4978.

(3) MACOMs are required to reimburse USACE TSMCX for technical reviews of aircraft operational facility project designs (except MCA). MCA project reviews will be funded with MCA design funds. USACE TSMCX will provide the MACOMs with a price list annually defining the estimated cost of project review services.

d. Obstructions and Engineering Criteria Waivers:

(1) Specific instructions for submitting a waiver to obstructions and engineering criteria are provided in Attachment 2 of TM 5-803-7.

(2) The USACE TSMCX will provide the DA technical engineering review of all requests for waivers to obstructions and engineering criteria for aircraft operational facilities established in TM 5-803-7.

(3) MACOMs/installations are required to reimburse USACE TSMCX for technical reviews of obstruction and engineering criteria waivers. USACE TSMCX will provide the MACOMs with a price list annually defining the estimated costs of waiver review.

Chapter 9

Special Military Operations

9-1. Scope

This chapter applies where FAA is the airspace authority and specifically implements those portions of FAAO 7610.4 that pertain to the U.S. Army and the FAA grant of exemption (NO.3946) from the provisions of FAR 91.209(a) and (b). It also provides guidance on special operations not contained in FAAO 7610.4.

Note: For areas outside of FAA authority, units will contact USAASD-E or EUSA Coordinator's Office, as appropriate, to determine local requirements.

9-2. U.S. Army Flight Following Service (AFFS)

Management of airspace in cantonment areas, training areas and ranges may be accomplished by establishing an AFFS (See FM 1-303). Installation commanders should review their local airspace management measures and determine if an AFFS would enhance safety of flight in these areas.

9-3. Night vision lights-out operations

This paragraph pertains to flight operations using night vision devices (NVD) in U.S. Army helicopters (does not apply to U.S. Army fixed-wing aircraft) operating with position lights off in restricted airspace or under the FAA grant of exemption (NO.3946) from the provisions of FAR 91.209 (a) and (b).

a. The FAA grant of exemption permits certain phases of NVD flight to be conducted under the following conditions when operating within FAA Controlled airspace

(1) Training may be conducted in a flight of two or more helicopters with a dedicated observer on duty aboard each helicopter. The flight shall be conducted in such a manner as to enable the observers collectively to survey fully about the entire flight for nonparticipating aircraft. Training is also authorized when training aircraft are escorted by a properly lighted aircraft serving as an observation platform dedicated to surveillance for nonparticipating aircraft.

(2) Except for airport and staging area operations, training will be conducted at or below 500 feet above ground level (AGL) within the prescribed area.

(3) Traffic notification from the observation aircraft to the NVD aircraft will be timely commensurate with the position and speed of the observed nonparticipating traffic.

(4) When nonparticipating traffic is relevant, position lights will be turned on and remain on until the nonparticipating traffic is no longer relevant.

(5) Airport and staging area operations may be conducted at locations where only participating U.S. Army helicopters are involved in NVD flight training above 500 feet AGL.

b. Commanders will:

(1) Establish training areas as follows:

(a) Simply defined, for example, the radius area from a specific point or location.

(b) Established in a location of low traffic density.

(c) Not within the surface area airspace boundary of any public use airport.

(d) Does not infringe on other designated airspace areas, for example, Class B, C, and D areas.

(e) Coordinate through the DARR with the appropriate FAA region's Air Traffic Division and Flight Standards Division offices.

(2) Advertise each approved training area to operators at all airports within 50 miles of the training area for 60 days preceding its initial use.

(3) Establish procedures for collision avoidance among its aircraft, including observer aircraft.

(4) Contact the DARR or DA AT&A manager as required for assistance.

(5) Include all information that is applicable to flight crews in the unit SOP.

c. NVD lights out training within the NAS not covered by the FAA grant of exemption will be conducted under the following three conditions:

(1) Two or more NVD equipped persons must be on board each helicopter.

(2) Within restricted areas.

a. In an approved restricted area that is activated for the purpose of flight operations.

b. Training is not conducted above 1,000 feet AGL, and the approved restricted area is activated to an altitude of 500 feet above the highest anticipated training altitude.

(3) Commanders will contact the appropriate DARR to determine if aircraft activity is a legitimate purpose for activating a specific restricted area. If required, the commander will obtain FAA approval of flight operations within a specific restricted area. The DARR will assist as required.

Note: In Theater of Operations, when no Host Nation procedure exists for NVD, the above shall be followed.

9-4. Visual Flight rule (VFR) helicopter airborne refueling operations

Refer to FAAO 7610.4, for specific information on VFR airborne helicopter refueling operations.

9-5. Altitude reservation procedures

Refer to FAAO 7610.4, provides specific information on altitude reservation procedures. Contact the appropriate DARR for assistance as necessary. Consult DOD FLIP for procedures outside the NAS.

9-6. Exercise planning

Per DOD agreement, the "air element", negotiates for exercise airspace with the FAA or host government. Refer to FAAO 7610.4, chapter 2, for specific information on exercise planning. The DARR should also be contacted during the initial planning stages of an exercise. Refer to table 6-1 for the address of the DARR.

9-7. Remotely Controlled Miniature Aircraft Targets (RCMAT)

a. Remotely controlled miniature aircraft targets (RCMAT), may be operated as follows:

(1) The operating site should not be located near populated areas and noise sensitive areas, such as parks, schools, hospitals, and churches.

(2) If operated as a model aircraft rather than a target, avoid operations in the presence of spectators until the RCMAT has been successfully flight tested and proven airworthy.

(3) RCMAT will not be flown above 400 feet AGL.

(4) Operations will not be conducted within 3 miles of an airport or heliport without notifying the airport or heliport operator. When an air traffic facility is located at the airport or heliport, notify the control tower or flight service station.

(5) Give right of way to, and avoid flying in proximity of manned aircraft.

(6) Observers will be used to assist in avoiding nonparticipating aircraft.

(7) Each RCMAT and associated radio control equipment will be checked for normal operations prior to launch.

(8) Live fire exercises involving RCMATs will be conducted within controlled firing areas (CFAs) or restricted areas. All rules and restrictions applicable to these areas apply.

b. RCMATs are not considered ROAs. RCMATs are expendable targets.

9-8. Remotely Operated Aircraft (ROA)

Note: The term ROA may be used interchangeably with UAV (Unmanned Aerial Vehicle)

a. ROA operations will be rigidly controlled to avoid hazards to other air traffic and persons or property on the surface. The following restrictions apply to ROA operations:

(1) Flights will be conducted within restricted areas that have been approved for aviation operations. In addition, ROA operations may be conducted within "Class A"/positive control airspace (PCA), provided it has been properly coordinated with FAA/host country airspace authority; and within warning areas, provided the flight has been properly coordinated with the Warning Area Using Agency.

(2) Outside of the above areas, the ROA must be accompanied by a chase plane.

The chase aircraft will have direct communications with the ROA operator and the appropriate ATC facility. The chase plane pilot will ensure the ROA is maneuvered to avoid potential conflicts, either by having control of ROA or by relaying instructions to the aircraft operator.

(3) If radar ATC services are provided within the restricted area, standard IFR separation may be applied between the ROA and other aircraft.

(4) The concerned FAA region may approve alternate means of observing ROA flight, alternate methods of communicating with the aircraft operator, and authorize operations in airspace other than listed above. Contact the appropriate DARR office to obtain a deviation, exemption, or waiver to FAA ROA restrictions or rules.

b. Because of rapidly changing technology and regulatory requirements, for additional information or clarification, contact the appropriate DARR or the DA AT&A manager on operation practices within the NAS. Host country operations should be coordinated with HQ, USAASA, USAASD-E or EUSA Coordinator.

9-9 Electronic Warfare (EW) Training

Process EW training proposals IAW CJCSM 3212.02. In addition, early contact with the appropriate DARR is necessary to ensure effective and timely coordination with the FAA.

Chapter 10

Aeronautical Information Programs and Products

10-1. Flight Procedures and Aeronautical Information (AI) Policy

The HQ, USAASA serves as the DCSOPS executive agent for operational matters pertaining to flight procedures policy and Aeronautical Information.

a. The Commander, USAASA will—

(1) Develop and establish U.S. Army policy and criteria for implementing, reviewing, and approving standard instrument approaches, standard terminal arrival routes (STARs), and Departure Procedures (DP).

(2) Direct, supervise, and coordinate the preparation of U.S. Army terminal instrument approach, DP and STAR procedures.

(3) Collect and provide AAF/AHP facility data to Commanders and staff, aviation, and charting agencies as required.

(4) Coordinate the publication of Aeronautical Information to update existing Flight Information Publications (FLIP) by means of a weekly Flight Information List (FIL) and the Weekly Correction Letter (WCL).

(5) Direct, manage, and publish the U.S. Army Aviation Flight Information Bulletin (FIB) TB AVN 1.

(6) Develop and recommend policy and criteria for U.S. Army flight plan and flight movement message procedures.

(7) Provide U.S. Army representation for all DOD, national and international flight information publication conferences necessary to support U.S. Army requirements.

(8) Manage and operate U.S. Army Aeronautical Information (AI) programs.

(9) Develop, recommend and implement policies and procedures for distributing Aeronautical and Flight Information Publications (FLIP) and the National Imagery and Mapping Agency (NIMA) Catalog of Maps, Charts, and Related Products.

(10) Determine and validate requirements to satisfy U.S. Army aeronautical Mapping, Charting and Geodesy (MC&G) needs.

(11) Coordinate U.S. Army reviews of NIMA prototype aviation products.

(12) Ensure distribution, updating, validation, and return of the Automated Air Facilities Information File (AAFIF) printouts to the NIMA.

(13) Develop, recommend and implement policy for the conduct of engineer surveys to support automated flight inspection, and the automated terminal instrument procedures program.

(14) Review, recommend, and coordinate U.S. Army policy regarding the DOD/FAA Integrated Notice to Airman (NOTAM) System. (See AR 95-10). HQ, USAASA serves as the operational authority for all operational U.S. Army issues regarding the DOD/FAA Integrated NOTAM System.

(15) Acts as the HQDA proponent for the COMM Card, DA Form 3588 publication and distribution.

(16) Develops and recommends U.S. Army policy for matters pertaining to aviation weather systems and support requirements in coordination with the Office of the Deputy Chief of Staff for Intelligence in accordance with AR 115-10.

b. Major U.S. Army Commanders (National Guard Bureau (NGB) is considered a MACOM for the purposes of this regulation) will:

(1) Monitor all activities pertaining to instrument approach, STAR and DP at U.S. Army activities under their control.

(2) Assist HQ USAASA and the U.S. Army Aeronautical Services Detachment-Europe (USAASD-E), and the DARRs regarding flight procedures and Aeronautical Information issues requiring coordination with the FAA and other national and international agencies.

(3) Coordinate and issue aircraft nontactical radiotelephony call signs for use in local flying areas or for special missions such as disaster relief or search and rescue. Permanent nontactical aircraft call signs may be requested from HQ, USAASA or USAASD-E when justified by operational requirements in accordance with the laws of the United States of America and applicable international agreements.

(4) Assist HQ, USAASA in the review of aeronautical MC&G products.

(5) Coordinate with the installation Directorate of Public Works (DPW) to ensure resources are provided for required engineer surveys of U.S. Army airfields and heliports.

(6) Review annually the status of terminal instrument procedures established for aviation facilities within their commands as required by paragraph 11-6 of this regulation.

c. Commanders of U.S. Army installations, units, and activities. Commanders of Army elements requiring aeronautical information or instrument procedures service will:

(1) Prepare field notices (IAW paragraph 10-10 of this regulation) of proposed commissioning, decommissioning, modification of NAVAIDs, airfield lighting, ATC facilities, VHF omnidirectional range (VOR) test facility (VOT), ground VOR checkpoints, airborne VOR checkpoints, or weather facilities and forward the notices to HQ, USAASA.

(2) Review requirements for terminal instrument approach or departure procedures to ensure the needs of aircraft operations and ATC are met; review these requirements on an annual basis as required by paragraph 11-6 of this regulation.

(3) Request establishment or revision of procedures for terminal instrument approaches, DP and STAR procedures.

(4) Provide to HQ, USAASA aeronautical MC&G requirements.

(5) Provide to HQ, USAASA information to identify and correct aeronautical MC&G products and FLIP documents.

(6) Determine and provide to HQ, USAASA needs for Aeronautical and Flight Information products.

(7) Consolidate NIMA Automatic Distribution (AID) FLIP accounts whenever possible in accordance with Chapter 12 of this Regulation.

(7) Review DOD FLIP and other miscellaneous Aeronautical and Flight Information publications for accuracy. Submit corrections as appropriate, using DA Form 3588 (COMM CARD) as described in paragraph 10-9 of this regulation.

Respond to annual or special surveys as required.

d. Commander, USAASD-E. The Commander, USAASD-E, serves as an extension of the HQ, USAASA for all matters within the scope of this regulation within its geographic area of responsibility: Europe, Africa, Middle East and Western Asia, will:

(1) Act as the U.S. Army tasking and monitoring authority to the FAA in accordance with National Agreement NAT-127 to develop, prepare, edit, review, and approve all instrument approach and departure procedures for which the U.S. Army is responsible throughout its area of responsibility.

(2) Act as the HQDA coordinator for the COMM Card (DA Form 3588) to ensure that an adequate supply of COMM Cards is available to all U.S. Army airfields, heliports and aviation activities within its area of responsibility.

(3) Ensure distribution, updating, validation, and return of AAFIF printouts to the NIMA.

(4) Review requirements for terminal instrument flight procedures. When necessary, establish, amend, or cancel:

- a. Terminal instrument approach procedures.
- b. DP and STAR procedures.

(5) Coordinate with appropriate aviation and MC&G staff officers to ensure all aviation MC&G requirements are identified.

(6) Assist in the preparation of aviation MC&G requirements for submission to HQ, USAASA.

(7) Assist in the review of prototype aeronautical MC&G products.

(8) Coordinate requirements for engineer surveys to support automated flight inspection and automated terminal instrument procedures programs.

(9) Collect, evaluate, and validate publications that contain aeronautical information needed to plan, conduct, and control U.S. Army flight operations.

(10) Serve as the direct contact with all U.S. and foreign sources of flight information throughout its area of responsibility. (Sources include civil, military, and commercial agencies.)

(11) Coordinate the publication of Aeronautical Information data to update existing DOD FLIP, as required, by means of a WCL and the DOD NOTAM System.

(12) Serves as the USAASA POC for aviation weather and NOTAM policy matters throughout its area of responsibility.

e. DARRs. The DARR coordinates ATC and airspace requirements with the FAA in support of terminal instrument procedures.

f. EUSA, ATC Coordinator's Office, Korea. The EUSA ATS Coordinator's Office will:

(1) Act as:

a. The EUSA point of contact when dealing with the USAASA on all matters pertaining to the management and distribution of DOD FLIP products within the EUSA area of responsibility.

b. The EUSA consolidation point for recommended changes to DOD FLIP products. The ATC coordinator's office will review proposed changes and forward approved changes to the HQ, USAASA for inclusion in the appropriate FLIP documents.

c. The EUSA point of contact for lost shipments and one-time requirements for DOD FLIP publications within its area of responsibility. This regulation provides the authority for the ATC coordinator's office to deal on such matters with the NIMA Office, Pacific, located at Hickam AFB, Hawaii. The ATC office is the approving authority for publication requests needed to support U.S. Army requirements for special operations or one time missions in EUSA.

d. The USAASA point of contact with EUSA for developing new aeronautical products needed in support of aviation facilities within its area of responsibility.

e. Serves as the U.S. Army NOTAM coordinator within EUSA and provides NOTAMs appropriate for publication in the DOD NOTAM system.

f. The EUSA point of contact for reviewing the AAFIF and National Imagery and Mapping Agency Aerospace Center (NIMAAC) annual surveys for FLIP product distribution in accordance with Chapter 12 of this Regulation.

(2) Assist with the development and coordination of terminal instrument procedures for the U.S. Army and host nation facilities required for use by EUSA.

(3) Ensure that appropriate field notices are forwarded to HQ, USAASA when NAVAID and procedural changes occur.

(4) Gather, compile, and transmit a FIL in letterform or message as necessary to HQ, USAASA.

(5) Coordinate EUSA flight inspection requirements with the Oklahoma City, OK, Flight Inspection Center.

10-2. The Mapping, Charting and Geodesy (MC&G) Program

The MC&G program is a cooperative effort between the NIMA, DCSINT, HQ, USAASA, U.S. Army Topographic Units, and the aviation community. U.S. Army aviation units must comply with the topography requirements set forth in AR 115-11.

10-3. Requesting Tailored Products and Services

The NIMA is the source of all standard MC&G products. MC&G standard aviation products and services are listed in NIMA catalog Part 1 - Aerospace Products Volume 1.

Databases to support these products and services are developed through combined U.S. Army and DOD efforts. When a standard topographic product does not meet the user's special requirements, specific methods for obtaining those products or services are

outlined in AR 115-11. For special aviation MC&G products, HQ, USAASA is the proponent for special aviation MC&G products at the HQDA level.

10-4. Air Crash, Search, and Rescue (ACS&R) Map

a. All AAFs and AHPs are required to develop and maintain an ACS&R map in accordance with AR 420-90 and AR 385-95. This map is used by both air and ground rescue personnel to locate and reach an aircraft mishap site. All personnel who may aid or assist in the rescue attempt must be familiar with this map and the area depicted.

b. The ACS&R map is an appropriate scale base map as authorized by the installation or facility commander. ACS&R map selection will be commensurate with the purpose of the map. The AAF/AHP commander/manager shall coordinate development of the ACS&R map requirements and coverage with, as a minimum, the local Air Traffic Control chief, Fire Chief, provost marshal or police representative, medical personnel and aviation safety office. The ACS&R map should be marked with concentric circles with a minimum radius of 15 nautical miles or 7 nautical miles if a 1:50,000 map is used. An appropriate alphanumeric grid overlay will be developed and used for navigation reference. This grid overlay may be printed on the ACS&R map, added locally or a grid template produced locally. The grid overlay or template will be used to aid in the rapid location of mishap sites and for the rapid exchange of information between personnel involved in a rescue operation using this common map.

c. The airfield commander may request assistance from USAASA in obtaining additional map coverage of the airfield or adjacent training areas. This additional map

coverage may be printed on the reverse side of the ACS&R map. The scale base for this additional map coverage will be determined by the base or facility commander.

d. The ACS&R map may be prepared/acquired locally, commercially, or through the chain of command. Funding for the U.S. Army's ACS&R program is borne by the individual installation.

e. Assistance in design and development of ACS&R map(s) may be obtained by forwarding requests to: Commander, U.S. Army Aeronautical Services Agency, ATTN: ATAS-AI, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582 or to the USAASD-E, Unit 29243, APO AE 09102.

f. The following information is required to assist in development of ACS&R maps:

(1) Airfield or heliport name.

(2) Geographic boundaries of the desired area defined by the latitude and longitude of each corner of the perimeter area defining the desired coverage.

(3) Point of contact (POC) information to include the name, rank, position, and complete address (unit, airfield, message address, DSN, commercial, and/or FTS phone number).

g. The US Geological Survey (USGS) may have maps that will assist in meeting ACS&R requirements. Guidance for obtaining available maps can be obtained from HQ, USAASA.

10-5. Airfield, Heliport and NAVAID Engineering Survey Program

Airfield, Heliport and NAVAID engineering surveys are required to obtain obstruction and topographic data to support development and maintenance of terminal instrument

procedures, flight inspections, pavement allowable aircraft loads, and pavement condition analysis. The survey program is the responsibility of the HQ, USAASA, who in coordination with MACOMs, establishes the priority for airfield surveys. Obstruction Charting (OC) surveys and pavement evaluations will be scheduled on a recurring 5-year cycle for category 1 (see paragraph c. below for definition) airfields, heliports, and helipads. Survey requirements for facilities other than Category 1 will be established by the HQ, USAASA whenever necessary. Topographic units organic to the U.S. Army are available to conduct engineering surveys in accordance with the established priority. If U.S. Army topographic engineer assets are not available, the surveys may be contracted to qualified civil engineering firms in accordance with applicable regulations. The USAASD-E and the ATC Coordinator's Office, Korea coordinate all airfield and heliport engineering survey requirements for their geographical areas of responsibility.

a. The funding for airfield, heliport and NAVAID engineering surveys is the responsibility of the controlling MACOM and Installation. Commanders must ensure that resources to support these essential surveys have been programmed by the appropriate MACOM and Installation resource manager when required. Failure to complete engineering surveys when required may mandate cancellation of terminal instrument procedures serving that aviation facility for safety reasons until the engineering survey can be completed and evaluated.

b. Temporary duty (TDY) costs for topographical survey personnel, to include lodging, per diem and transportation, are reimbursed by the responsible MACOM or Installation. Projected costs are identified through site visits and a pre-survey meeting by the survey unit with Installation representatives.

- c. To reduce the cost burden of conducting engineering surveys, airfields/heliports/helipads are placed in two categories.
 - (1) Category 1 facilities:
 - a. Joint-use.
 - b. Mobilization/contingency mission.
 - c. Instrument approach procedures.
 - d. Hazardous cargo mission.
 - (2) Category 2 facilities: All others.
- d. The following documents and charts are required to be forwarded by the topographical surveyors to HQ, USAASA/USAASD-E at the conclusion of an engineering survey:
 - (1) Airspace Obstruction Chart (AOC).
 - (2) Airfield/Heliport/Helipad Clear Zone Chart (ACZC).
 - (3) Compass Calibration Pad Chart (CCPC).
 - (4) Airfield/Heliport/Helipad Lighting and NAVAID Chart (AL&NC).
 - (5) Airfield/heliport/Helipad Runway Marking Chart (AMP&MC-R)
 - (6) Airfield/heliport/Helipad Taxiway Marking Chart (AMP&MC-T)
 - (7) Airfield/Heliport/Helipad Apron Marking & Mooring Point Chart (AMP&MC-P)
- e. Pavement evaluations are performed by the Waterways Experiment Station (WES). They are used to determine the allowable aircraft loads and potentially projected useful life of the airfield based on the known airfield mission traffic. Airfield commanders are required to maintain a comprehensive aircraft Airfield/Heliport/Helipad Mission List for use by WES in determining the appropriate Pavement Classification Numbers (PCNs) and

projected pavement life remaining. The following pavement surveys, reports and charts are to be forwarded by WES to HQ, USAASA at the conclusion of an airfield non-destructive pavement evaluation.

(1) Aircraft Airfield/heliport/helipad Mission List (AAML). AAMLs will be included by WES to the extent they are provided by the installation.

(2) Aircraft Airfield/Heliport/Helipad Pavement Type Chart (APTC).

(3) Airfield/Heliport/Helipad PCNs Pavement Evaluation Chart (APEC).

(4) Airfield/Heliport/Helipad Pavement Conditions Index Chart (APCIC).

(5) Airfield/Heliport/Helipad Pavement Failure Report (APFR)

f. Air Installation Compatible Use Zone Report (AICUZ).

(1) Accident Potential Zone Chart (APZC).

(2) Airfield/Heliport/Helipad Noise Contour Chart (ANCC).

g. The USACE TSMCX will provide the technical reviews for all surveys, pavement evaluations and charts, except the ANCC. Funding for the TSMCX review will be provided by the MACOM/installation.

10-6. Automated Air Facilities Information Files (AAFIF)

a. The AAFIF is a program within the DOD for the collection of worldwide aviation facility data. It is designed to meet the needs of the Military Departments, the Unified and Specified (U&S) commands and their subordinate component commands for air facility data in contingency planning, and for military operations. The National Imagery and Mapping Agency (NIMA), St. Louis, MO is responsible for maintaining the AAFIF.

b. The USAASA is responsible for providing facility data worldwide to the NIMA to update the AAFIF except for those facilities located within the USAASD-E geographic area of responsibility.

c. Two copies of the AAFIF [DMAM (PPA) 8062.4] printout are sent from NIMA to selected AAF commanders. Commanders will update the data, retain one copy, and forward a copy to HQ, USAASA for review and validation. Instructions for updating the AAFIF are forwarded with the printouts.

d. Facilities within Korea forward AAFIF printouts through the EUSA ATS Coordinator's Office to USAASA. Facilities within USAASD-E's area of responsibility forward printouts to USAASD-E for review and validation.

10-7. Aircraft Nontactical Radiotelephony Call Sign Policy

a. For flight operations in civil airspace, world wide, U.S. Army aircraft radiotelephony call signs are normally comprised of the words "ARMY" or "ARMY COPTER," followed by the last 5 digits of the aircraft tail number. Special call signs are authorized by USAASA and USAASD-E and are used by selected aviation units based upon unique justification; for example, medical evacuation "ARMY MED EVAC" flights or Priority Air Transport "PAT" flights (see DOD FLIP General Planning/GP).

b. Special nontactical radiotelephony call signs for U.S. Army aviation units routinely operating in highly congested air traffic areas may be authorized for use within a specific geographical area, including foreign airspace. These call signs will be authorized only when there is a demonstrated operational advantage to facilitate ATC clearances. The issuance of "vanity" call signs is not authorized. The USAASA or USAASD-E is approving

authority for coordinating and issuing these call signs and in accordance with the laws of the United States of America, procedures established by the International Civil Aviation Organization (ICAO) and other applicable international agreements. International agreements require advance coordination prior to using unique call signs. Any call signs already issued to another user, may not be used by U.S. Army aircraft. U.S. Army aviation units are not authorized to obtain call signs or enter into call sign agreements with local or regional air traffic services agencies. USAASD-E is responsible for coordinating and issuing special nontactical radiotelephony call signs to U.S. Army aviation units within its geographic area of responsibility. All other units shall submit their requests to USAASA.

c. Each request for a special nontactical radiotelephony call sign will include the following:

- (1) Mission and Type of aircraft.
- (2) Facts justifying a clear operational advantage for issuing a special nontactical radiotelephony call sign.
- (3) Establish that the unit routinely operates in highly congested or politically sensitive air traffic areas.
- (4) Provide the geographical limits of the area in which the call sign will be used (e.g., CONUS, ENAME, FAA Southern Region, Boston ARTCC, or Germany, etc.).
- (5) Include the name of a unit point of contact, telephone number and the message address of the unit.
- (6) If requesting a specific word, then the following guidance is applicable:
 - a. The length of the word must be four to eight letters. The word may consist of six letters if nine or fewer aircraft are to be assigned use of the special call sign. The

combination of the call sign spelling and digit numbers to be used may not exceed seven alphanumeric characters.

- b. The word must be easy to pronounce and easily understood.

- c. Normally, the word should be found in an English language dictionary. Foreign language words may be used where clearly pronounceable and easy to understand.

- d. Provide a minimum of three alternate choices in order of preference. More than three choices may be submitted.

(7) Address requests through the MACOM to the Commander, USAASA, ATTN: ATAS-AI, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582. Units in Europe, Africa, the Middle East or Western Asia should address requests through the MACOM to the Commander, USAASD-E, Unit 29243, APO AE 09102.

- d. The MACOM may authorize special call signs for use in local flying areas or while conducting special operations such as disaster relief or search and rescue missions. These call signs will be used for unit control purposes only and will not be used on flight plans submitted for operations requiring contact with civilian ATC agencies.

- e. Tactical call signs are assigned IAW applicable operational directives for use in areas of combat operations or in training areas where combat operations are simulated. These call signs will not be used on flight plans submitted for operations in the NAS or host nation airspace.

10-8. Flight Information List (FIL) and Weekly Correction Letter (WCL)

- a. The FIL and WCL are weekly letters sent to NIMA and the FAA notifying them of flight information changes to DOD and FAA aeronautical publications. U.S. Army aviation

facility commanders will review all flight information publications when received for omissions, error, deletions, or other problems. The corrections will be forwarded to USAASA or USAASD-E as appropriate for inclusion in the FIL or WCL.

b. Data for the FIL and WCL are received from the U.S. Army aviation community via DA Form 3588 (COMM CARD), letter, or message. Urgent changes will be accepted by telephone, but must be received at least 7 days prior to the published cutoff, and must be followed by DA Form 3588 (COMM CARD), letter, or e-mail message. The published cutoff date is provided in FLIP General Planning (GP), chapter 11.

c. All data referring to time will be in Coordinated Universal Time (UTC). All elevations are in feet above or below MSL. If there is a specific need to use AGL, the altitude must be followed by AGL.

d. Abbreviations used in the FIL and WCL are those contained in the DOD FLIP. Data may be submitted in clear text.

e. Data submitted in the FIL normally relate to the en route supplement entries and consist of new air facility information, deletions, or revisions. Items will be numbered and arranged in the same order and general format as the en route supplement. Information will be addressed by major captions used in the supplement, but will not be identified by line, page, or other publication specific means.

f. Data submitted through the WCL will be transmitted on a weekly basis via electronic means. Negative inputs will be transmitted. Items will be arranged in alphabetical order under the title of the publication being amended. The contents of each entry will be arranged to coincide with the same order found in the appropriate publication, as indicated in the following examples:

(1) En route supplement, ENAME.

a. Ansbach AHP. (Data being changed, added, or deleted.)

b. Heidelberg AAF. (Data being changed, added, or deleted.)

(2) VFR Arrival/Departure Routes Europe.

a. Wildflecken AHP. (Data being changed, added, or deleted.)

b. Illesheim AAF. (Data being changed, added, or deleted.)

(3) Low altitude instrument approach procedure (IAP), Vol 1, ENAME. Coleman AAF. NDB Rwy 27. (Data being changed added or deleted.)

g. Data should be written in such a manner as to make it readily usable without reference to FLIP. However, when no supplement corollary exists or when it is particularly expedient, such as a change previously submitted that has been picked up in all but one publication, reference may be made to the specific document addressed. Data received from facilities for which the preparer is not the proponent should be addressed as USA User Reports. FLIP or chart errors relative to DOD publications should also be addressed in this manner.

h. Commissioning notices for inclusion in DOD FLIP should generally follow the format of a Field Notice (para 10-10). Data incorporating "approximate" or "on or about" effective dates will be confirmed by subsequent letter prior to effective date. When it becomes apparent that the planned date will not be met, the airfield commander will provide appropriate instructions.

i. When the WCL is used for transmittal of other data (for example, IAP and sketches) the data will be identified in the body of letter and transmitted as a numbered enclosure.

j. Administrative instructions contained in the letter will use the following capitalized action words:

(1) REVISE.

(2) DELETE.

(3) ADD.

k. Words used with prepositions such as TO and FROM, will also be capitalized; for example, REVISE: Rwy 26 TO READ: RWY 35. Extensive changes including complete sentences and paragraphs may be abbreviated by selecting the first three words followed by three dots and the last three words of the textual material to be changed; for example, "PPR V236-1110 for all aircraft requiring RON or maint" could be written "PPR V236-1115 for...RON or maint."

10-9. DA Form 3588 (COMM CARD)

a. Use DA Form 3588 (COMM CARD) to make changes, revisions, deletions, additions, or comments concerning data in the DOD FLIP. In addition, questions concerning aeronautical information or procedures can be addressed. Users must complete the required data at bottom of card to include the complete unit address.

b. Within CONUS the DA Form 3588 (COMM CARD) is available electronically, see Appendix F, from USAASA. Forward requests to the Commander, U.S. Army Aeronautical Services Agency, ATTN: ATAS-AI, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582.

c. U.S. Army aviation units and overseas facilities use the preaddressed DA Form 3588 (COMM CARD) to direct questions and comments to appropriate in-theater agencies.

(1) Aviation units in Europe, Africa, the Middle East and Western Asia can request DA Forms 3588 (COMM CARD) from the Commander, USAASD-E, Unit 29243, APO AE 09102. E-mail: USAASDE@hq.hqusareur.army.mil

(2) Aviation units in Korea can request DA Forms 3588 (COMM CARD) from Commander, EUSA, ATTN: EAGC-EA-ATC, Unit 15236, APO AP 96205-0009.

10-10. Field Notices

a. In the U.S., Field Notices are issued to announce proposed actions. These include the commissioning, decommissioning and modification of NAVAIDs, airfield lighting, ATC, VOR, VOT, ground VOR checkpoints, airborne VOR checkpoints, weather facilities, other construction/installation or changes to an airfield which may affect airspace, terminal instrument procedures, or significantly alter airfield data.

b. Airfield and heliport commanders are responsible for the timely submission of Field Notices when the proposed action is reasonably assured. Timely submission of data allows HQ, USAASA to place appropriate information in DOD FLIP. In addition, an information copy of the Field Notice will be forwarded to the Installation AT&A Officer. Upon receipt of the field notice, the AT&A officer will initiate the appropriate action; for example, terminal instrument procedures (TERPS) request and nonrulemaking proposals.

c. Field notices are prepared as a memorandum letter and sent to the Commander, USAASA, with an information copy to the DARR or appropriate point of contact (see table 6-1).

d. The following information is necessary on a field notice when commissioning a navigation facility:

(1) Type of equipment and nomenclature (for example, VOR/RFN-22A; NDB/URN-5; GCA/FPN-40).

(2) Location being served.

(3) Facility name and call sign (for example, Simmons VOR).

(4) Frequency.

(5) Identifier (for example, FBG).

(6) Hours of operation.

(7) Geographical coordinates--all navigation facilities to the nearest second, VOR to plus or minus 4-feet.

(8) Distance and direction from airport, or prominent location, if no airport. (For instrument landing system (ILS) or precision approach radar (PAR) identify the associated runway.)

(9) Monitoring capability for navigation facilities.

a. Method.

b. Continuous or hours monitored.

c. VOR category.

(10) Controlling facility.

(11) Service volume.

(12) Radio class designation (Radio Class Codes can be found in the Airport/Facility Directory Legend item 31 within the IFR Supplement)

(13) NAS functions.

(14) Proposed commissioning date. (Identify ILS components.)

(15) For ILS, in addition to items 1-14 include:

- a. Localizer antenna distance from stop end of runway.
- b. Glide slope: Distance of antenna from runway threshold and distance of antenna abeam runway centerline.
- c. Middle and outer markers and compass locators: Identifiers (compass locators); frequencies (compass locators); voice availability; distance from runway threshold to markers; name of nondirectional beacon (NDB) used as compass locator.

(16) A commissioned ground controlled approach facility must include a properly functioning radar set, approved instrument procedure, and sufficient qualified operators.

e. The following information is required on a field notice when commissioning airfield lighting facilities:

(1) Approach lights.

- a. Location.
- b. System configuration.
- c. Length in feet.
- d. Intensity.
- e. Proposed commissioning date.

(2) Threshold lights.

- a. Locations.

- b. Proposed commissioning date.

- (3) Runways lights.

- a. Location.

- b. Type.

- c. Length in feet.

- d. Intensity.

- e. Proposed commissioning date.

- (4) Visual glide slope indicators.

- a. Type system (such as, two light PAPI).

- b. Location served.

- c. Hours of operation.

- d. Runway served and location. (For example, Rwy 32, left side.)

- e. Threshold crossing height. (For example: 52 feet.)

- f. Visual glide angle (such as, 3.00 degrees).

- g. Proposed commissioning date.

f. The following information is required for a field notice when commissioning ATC services and facilities:

- (1) Location.

- (2) Airport advisory.

- (3) Control tower.

- (4) Approach control (radar/non-radar).

- (5) Secondary radar availability.

- (6) Hours of operations.

(7) Copy of Letter(s) of Agreement.

(8) Radio call.

(9) Frequencies. (Primary UHF, VHF, and Secondary UHF, VHF, per function.)

a. Approach control (include sectors).

b. Local control.

c. Ground control.

d. Clearance delivery.

e. PAR.

f. DF (UHF/VHF).

g. Advisory.

(10) Proposed commissioning date.

g. The following information is required on a field notice when decommissioning navigation facilities:

(1) Type of equipment.

(2) Location.

(3) Identifier.

(4) Frequency.

(5) Radio class designation.

(6) Programmed date.

(7) Identify instrument procedures affected.

h. The following information is required on a field notice when decommissioning airfield lighting facilities:

(1) Type of equipment.

- (2) Location.
- (3) Programmed date.

10-11. The DOD/FAA Integrated Notice to Airman (NOTAM) System

a. The DOD Notice to Airmen (NOTAM) System is an integral part of the civil FAA NOTAM System. NOTAMs are prepared and distributed by various electronic or telecommunications system as outlined in AR 95-10.

b. The military portion of the NOTAM system limits coverage to only those locations depicted by a diamond in DOD FLIP En route Supplements.

c. NOTAMs are issued:

- (1) To confirm accomplishment of the proposed commissioning.
- (2) For each outage of specific service or equipment associated with navigation facilities, airfield lighting or ATC functions.
- (3) To cancel notice of each outage in (2) above upon resumption of service.
- (4) To revise Aeronautical Information or terminal instrument procedures until the revised information can be processed in the normal manner. This procedure will be used only upon approval by HQ USAASA or the USAASD-E.

Chapter 11 Terminal Instrument Procedures

Section I

General

11-1. National Agreement NAT-127

National Agreement No. NAT-127, Third Edition, 1 May 1979, Memorandum of Agreement between HQDA and the FAA requires the FAA to execute U.S. Army requirements for facilities flight inspection and terminal instrument procedures development. Technical assistance in an advisory capacity for siting NAVAIDs will be provided on a reimbursable basis upon request by the U.S. Army. In turn, the U.S. Army will furnish the FAA with estimates of annual requirements for any or all of the above services no later than 1 December of each year in order for FAA to program budget requirements.

11-2. Annual Requirements for NAT-127 Services

a. MACOMs, except those located within the USAASD-E geographic area of responsibility (Europe, Africa, Middle East, and Eastern Europe/Eastern Asia), will consolidate annual requirements for NAT-127 services and forward estimates to Commander, USAASA, not later than 15 November each year. MACOMs, and any other U.S. Army activities within the USAASD-E geographic area of responsibility will forward estimates of their annual requirements to Commander, USAASD-E, not later than 15 November each year.

b. USAASA and USAASD-E will consolidate U.S. Army annual requirements for NAT-127 services and forward them to the appropriate FAA offices.

Section II

Instrument Approach Procedures

11-3. Geographic Areas of Requirements

The following procedures are applicable for the establishment of terminal instrument procedures in areas inside and outside the jurisdiction of the United States of America.

a. Areas under U.S. Government jurisdiction. Terminal instrument procedures will be established in accordance with United States Standard for Terminal Instrument Procedures (TERPS - TM 95-226). These procedures will be adhered to as follows:

(1) NAVAID Facilities. All electronic and visual NAVAIDs must meet the flight inspection standards of TM 95-225 and any other appropriate equipment Technical Manuals. At a minimum, facilities operated by the U.S. Army must be certified upon commissioning and periodically thereafter as specified in TM 95-228.

(2) Weather Information. Weather reports and approved altimeter setting information will be available for destination airfields when instrument approach minimums are established (TM 95-226).

(3) Communications. Air-to-ground communications are required for use at the initial approach fix minimum altitude and when an aircraft making a missed approach reaches the missed approach altitude. At lower altitudes, communications are required when essential to ATC. Other suitable point-to-point communications must be established to accommodate ATC communications and to file and close flight plans.

(4) Alternate Airfield Weather Minimums. Alternate airfield weather minimums are not authorized unless:

- a. Terminal weather observation and reporting facilities are available.
- b. NAVAIDs are monitored to ensure proper facility operation. (See para 11-12 for monitoring categories.)

b. Areas outside the jurisdiction of the United States Government. The provisions of paragraph 11-3a. above, apply if they do not conflict with the rules and regulations of host government or international agreements.

11-4. Terminal Instrument Procedures Development

a. Terminal Instrument Procedures may be developed:

(1) Before the commissioning of a new or relocated NAVAID , or if commissioning is reasonably assured. If the NAVAID cannot be commissioned by the date the procedure becomes effective, a NOTAM will be issued declaring the facility not in service. (See AR 95-10.)

(2) When using an existing approved NAVAID. NAVAIDs of another agency may be used with their agreement. The agreement must be documented.

(3) When servicing an AAF in support of requirements of another agency.

b. Where an airfield or heliport does not qualify for Class D Airspace, or a Class E Surface Area, Class E Airspace with a lower limit of 700 feet AGL will be established. In the latter case, landing minimums may be established below the floor Class E Airspace in accordance with TM 95-226. Outside the U.S., host nation airspace policy will prescribe the controlled airspace classifications necessary to contain terminal instrument procedures established by the U.S. Army. The establishment of other controlled airspace, may require compliance with ATC, communication and weather requirements more stringent than in the United States or otherwise prescribed by U.S. Army policy.

c. Draft instrument approach procedures are developed and used only to determine:

(1) The required weather minimums necessary to establish an Instrument Approach Procedure (IAP) based on certain types of NAVAIDs or lighting combinations at a specified locations.

(2) The size and shape of Class E, or other airspace, needed to protect aircraft.

(3) Draft instrument approach procedures are developed by the National Flight Procedures Office (NFPO) on request of the installation commander through the USAASA or USAASD-E. An information copy of the request will be sent to the DARR.

d. Instrument approach procedures for operational use must be approved by HQ, USAASA or USAASD-E prior to publication or amendment. Operational instrument approach procedures are developed by the FAA upon request of the installation commander submitted through USAASA or USAASD-E. The Commander will send an information copy of the request the DARR. Once the service is initiated and the original procedures have been developed and approved, amendments are developed by the NFPO as needed.

e. USAASA or USAASD-E will advise requesting commands or activities of FAA acceptance of the terminal instrument procedures service request. Upon completion of the procedures or amendments, the FAA will provide copies of the procedures and support forms to USAASA or USAASD-E for U.S. Army coordination, processing, approval and publication.

f. Acceptance of the completed IAP will be indicated by the signature of an authorized USAASA or USAASD-E representative in the proper signature box on the back of the instrument approach procedure form. If a waiver to a terminal instrument approach is required, the installation commander or representative must sign the waiver document in

the "Installation Commander Endorsement" and forward to USAAD-E for "USAASD-E Action" block if appropriate. The procedure will then be returned to USAASA for final action.

g. When the instrument approach procedure is for restricted use (e.g., VFR-Only training), a restriction statement will be entered on the instrument approach procedure form. These procedures will be processed in accordance with d above, but no procedure charts will be published in FLIP. Charts will be produced loose-leaf in the standard DOD format. Installation commanders will send requests for charts to the USAASA or USAASD-E and will specify the number required.

h. USAASA is the final approving authority for U.S. Army terminal instrument procedures. This authority is delegated to USAASD-E for procedures in their area of responsibility except when a waiver of standards is involved. When a procedure requires a waiver, it will be forwarded to USAASA for approval or modification. HQ USAASA will arrange for publication of all procedures except for those delegated to USAASD-E.

11-5. Amendments to Procedures

When safety of flight is involved, a corrective amendment to an instrument procedure will be issued immediately in a NOTAM. Procedures or amendments urgently required for operational reasons may be put into effect by a NOTAM only after approval from USAASA or USAASD-E. This is to insure that all aspects of ATC and airspace coordination are completed. When the procedure change is permanent, the procedure amendment will be processed in accordance with paragraph 11-4 so that the change can be removed from

the NOTAM system. Copies of each NOTAM issued will be sent to USAASA or USAASD-E.

11-6. Annual Reviews

Commanders will review annually their terminal instrument procedures to determine the need to retain, amend, or cancel the procedure, or to establish new procedures. The installation Directorate of Public Works (DPW) will be contacted to conduct the required review and revision of airfield maps or plans. (See AR 210-20.) Changes in obstacle data will be identified and a complete review will be forwarded through the MACOM to USAASA. MACOMs, or other U.S. Army activities located in ENAME, Eastern Europe and Asia (EEA) or Africa will forward their reviews through USAASD-E to USAASA. Negative reports are required.

11-7. Host Nation Procedures

Commanders having an operational need to publish or use host nation terminal instrument procedures will contact the USAASA or USAASD-E and identify their requirement. The USAASA or USAASD-E will decide whether a procedure published in the Host Nation Aeronautical Information Publication (AIP) is adequate for U.S. Army use. Host nation civil/military instrument procedures must meet the standards established by TM 95-226/APATC-1/PANS-OPS prior to publication in DOD FLIP. Approved procedures will be:

- a. Published in DOD FLIP terminal instrument approach procedures book; or;
- b. Printed in loose-leaf DOD format and issued directly to the requesting unit.

11-8. Civil Procedures in DOD FLIP

a. The DOD does not publish terminal instrument procedure charts for all civil airfields that have instrument procedures. The DOD policy for inclusion of instrument approach procedures in FLIP products is to provide those procedures required to meet operational/contingency mission requirements. Civil instrument approach procedures necessary to satisfy training requirements will not be published in DOD FLIP. This policy is based on the capacity of the NOTAM system, cost of publications, and to limit the size and number of publications carried in the cockpit.

b. The procedures required for training can be obtained from the National Ocean Survey (NOS) procedures book. In the United States it is permissible to photocopy NOS civil instrument approach procedures and issue them to aviators for their training missions.

c. Required procedures may be added to DOD FLIP by direct contact with USAASA.

11-9. Foreign, Host Nation or Commercial Publications and Other Data Bases

a. SECDEF policy states that DOD aircrews will not fly a non-US Government (non-USG) instrument approach that has not been validated as safe and accurate by the FAA or appropriate US Military authority. A non-USG instrument approach must be validated in accordance with US Standards for Terminal Instrument Procedures (TERPS), NATO APATC-1, or ICAO PANS-OPS (DOC 8168-OPS/611).

b. Requests for use non-USG instrument approaches must be received by USAASA/USAASD-E a minimum of five working days prior to the requested flight date. Request for airports in austere locations can take up to six to eight weeks to review. Following the review, USAASA/USAASD-E will either issue a memorandum authorizing

the use of the procedure with appropriate corrections applied to the procedure as required or disapprove the procedure. The approval will include a termination date. Failure to complete the flight prior to the termination date will require another review.

c. SECDEF policy established limited waiver authority for urgent requirements to fly short-notice humanitarian, contingency, MEDEVAC, "special access" and sensitive State Department missions. The first O-8 Flag Officer or higher in the chain of command with responsibility for mission risk assessment may waive the requirements for terminal instrument procedures (TERPS) review for urgent missions. The waiver authority may not further delegate this authority or waive the cockpit instrumentation requirement required to execute a host nation IAP.

d. When a waiver to the SECDEF policy is granted IAW para 11-9c, the waiver authority will immediately notify the National Military Command Center's on-duty Deputy Director for Operations (DDO), DSN 225-0098, or commercial 703 695-0098. As a minimum, include mission identification, time the waiver was granted, and circumstances surrounding the waiver decision.

Section III

Standard Instrument Departure and Standard Terminal Arrival Route Procedures

11-10. Establishment DPSs and STARs

DPSs and STARs may be established for any U.S. AAF for which lengthy, complex, or detailed IFR departure/arrival procedures are required, or for obstruction clearance purposes. The servicing U.S. Army ATC facility must develop a narrative and hand drawing of the desired procedure and coordinate with the affected civilian ATC facility

(foreign or domestic). Once preliminary approval is obtained from the ATC facility, the procedure will be forwarded to USAASA, USAASD-E, or EUSA ATS Coordinator Office for further development and processing.

11-11. Amendment and Cancellation of Terminal Instrument Procedures

When it becomes necessary to amend or cancel published terminal instrument procedures, IAPs, DP's or STARs, the installation AT&A Officer will notify USAASA or USAASD-E and forward the changes required via letter or message.

Section IV

Support Requirements for Terminal Instrument Procedures

11-12. Monitoring and Utilization of Navigation Facilities

It is U.S. Army policy to require a monitoring system for all electronic navigation facilities used in support of instrument flight procedures. Internal monitoring is provided at the facility through the use of executive monitoring equipment, which causes a facility shutdown when performance deteriorates below established tolerances. A remote status indicator may also be provided through the use of a signal sampling receiver, microwave link, or telephone circuit. VOR, VORTAC, and ILS facilities, as well as new NDBs and marker beacons, installed by the U.S. Army are provided with an internal monitoring feature. Some NDBs do not have the internal feature and monitoring is accomplished by other means. Navigation facilities are classified in accordance with the manner in which they are monitored. The monitoring categories prescribed in TM 95-226 are as follow:

- a. Category 1. Internal monitoring plus a status indicator installed at control point.

(Reverts to a temporary category 3 status when the control point is not manned). Facilities can be used for instrument flight procedures without limitation.

b. Category 2. Internal monitoring with status indicator at control point inoperative but pilot reports indicated facility is operating normally (this is a temporary situation that requires no procedural action). A temporary condition cannot be considered in procedures development. ATC is responsible for reporting these facilities out of service when pilot reports indicate facility malfunction

- c. Category 3. Internal monitoring only. Status indicator not installed at control point.

Facilities may be used in accordance with the following limitations:

- (1) Alternate minimums will not be authorized if the facility is required:

- a. to provide final approach course guidance.
- b. for the procedure entry.
- c. to define the final approach fix (FAF).
- d. to provide missed approach guidance.
- e. to designate a step-down fix.

(2) Consideration should be given to denying or adjusting terminal routes requiring reception of succeeding category 3 facilities to avoid obstacles.

d. Category 4. Internal monitor not installed. Remote status indicator provided at control point. This category is applicable only to NDBs. Facilities may be used in accordance with the following limitations:

(1) Alternate minimums may be authorized when the remote status indicator is located in an U.S. Army ATC facility and then only during periods the control point is attended.

(2) If the control point is other than an U.S. Army facility, a written agreement will exist whereby an ATC facility is notified of indicated changes in facility status.

(3) Failure of the category 4 status indicator or closure of the control point will render the facility and the approach procedure unusable during the outage.

11-13. Utilization of 75 Megahertz (MHz) Markers

In establishing instrument flight procedures, 75 MHz markers may be utilized as the sole source of identification with the following limitations:

- a. Markers may be authorized as missed approach points for nonprecision approaches provided a remote status indicator is installed at an ATC facility.
- b. As a nonprecision final approach fix, the marker will be monitored if alternate minimums are authorized. The marker need not have a remote status indicator if collocated-located with a compass locator with a remote status indicator.
- c. Procedure turns and holding will not be authorized from a 75 MHz marker.

11-14. Airfield Data Requirements for Instrument Approach Procedures

- a. In order to construct instrument approach procedures, engineering plans or other accurate airport drawing containing tie points to section corners, benchmark, or other specific geographic or topographic landmarks must be provided in accordance with AR 210-20. As a minimum, the above plans or drawings must contain the following data:

SURVEY DATA REQUIRED FOR DESIGN OF INSTRUMENT APPROACH
PROCEDURES

ALL DISTANCES (IN FEET) AND ELEVATIONS (IN MSL) ARE IN HUNDREDTHS OF A FOOT; ALL LAT/LONG ARE IN HUNDREDTHS OF A SECOND AND ASSUMED TO BE IN WGS-84/NAD-83. DO NOT ROUND VALUES

(1) FOR ALL RUNWAY/AIRPORT/HELICOPTER PAD/LANDING ZONES

- a. PROVIDE DATA CONTAINED IN THE OC SURVEY AND COMPILATION

REPORT – APPENDIX.

- b. AIRPORT MAGNETIC VARIATION AND YEAR.

- c. TYPE OF RWY/PAD/ZONE SURFACE AND CONDITION.

- d. TYPE OF RWY/PAD/ZONE MARKINGS AND CONDITION.

- e. TYPE OF RWY/PAD/ZONE LIGHTS.

f. TYPE OF APPROACH LIGHTS AND LENGTH. IF DISPLACED RWY THRESHOLD, DOES THE APPROACH LIGHTS GO TO THE DISPLACED RWY THRESHOLD?

g. WHO PROVIDES THE AIRPORT WEATHER? DOES WEATHER STATION OPERATES 24 HOURS? IS WEATHER ON SERVICE A NET? IF NOT, THEN WHO WILL PROVIDE THE WEATHER AND HOW IS IT REPORTED TO AIR TRAFFIC CONTROL FACILITIES.

(2) FOR NDB, VOR AND TACAN TYPE FACILITIES.

a. PROVIDE DATA CONTAINED IN THE OC SURVEY COMPILATION REPORT - APPENDIX 2.

- b. TYPE OF FACILITY.

- c. FACILITY IDENTIFIER (ICAO)
- d. REMOTE MONITOR LOCATION (RADAR FACILITY, TOWER, BASE OPS, POLICE STATION, ETC.).
- e. FACILITY OPERATING HOURS (TIMES IN ZULU), IF LESS THAN 24 HOURS, WHAT ARE THE OPERATING HOURS?
- f. FACILITY MAGNETIC VARIATION AND YEAR.

(3) FOR PAR

- a. PROVIDE DATA CONTAINED IN THE *PRECISION APPROACH RADAR (G.C.A.) DATA* - APPENDIX 2.

- b. DESIRED GLIDE PATH ANGLE.

(4) FOR ASR

- a. PROVIDE DATA CONTAINED IN THE OC SURVEY COMPILATION REPORT - APPENDIX 2.

- b. MAGNETIC VARIATION/SLAVED VARIATION AND YEAR.

- c. TYPE OF RADAR.

(5) FOR OBSTACLES - PROVIDE DATA CONTAINED IN THE OC SURVEY COMPILATION REPORT

(6) GENERAL TERPS INFORMATION

- a. CATEGORY (CATS A/B/C/D/E) AND TYPE OF AIRCRAFT/HELICOPTER TO FLY THE PROCEDURE.
- b. TYPE OF PROCEDURE REQUIRED.
- c. CIRCLING AUTHORIZED? IF YES, ANY CIRCLING AREA RESTRICTIONS?
- d. SUGGESTED MISSED APPROACH ROUTES AND ALTITUDES.

e. MVA REQUIRED? ARE YOU USING ANOTHER FACILITY MVA CHART FOR RADAR VECTORING TO FAF/IF? PROVIDE OTHER FACILITY MVA CHART DATA FOR THE AREA YOU WILL BE RADAR VECTORING. THIS WILL BE USED FOR THE FAF/IF ALTITUDES FOR THE ASR, PAR AND OTHER NAVAIDS PROCEDURES.

f. SUGGESTED FINAL APPROACH FIX (FAF) ALTITUDE.

g. ANY SPECIAL USE AIRSPACE (SUA) NEAR THE AIRPORT?

h. SUGGESTED FINAL APPROACH COURSES (FAC).

i. AIRSPACE FOR THE APPROACH CONTROL FACILITY AND OTHER NEARBY ATC FACILITIES.

(7) ANY PHOTOGRAPHS OF AIRPORT (SURFACE, AIR OR SATELLITE); MAPS (SCALE 1:24000 THROUGH 1:500000), AIRPORT LAYOUT PLANS (ALP) OR CIVIL ENGINEERING MASTER TABS, AVAILABLE? IF SO, PROVIDE COPIES.

(8) IF REQUIRED INFORMATION IS NOT PROVIDED, WE WILL MAKE THE BEST DECISION FOR THE DESIGN OF THE PROCEDURE, WITH THE AVAILABLE SURVEY INFORMATION PROVIDED.

Chapter 12

Procedures for Requisitioning and Distributing Aeronautical Publications

12-1. Automatic Initial Distribution (AID) Account Manager

Requisitioning of FLIP and FLIP-related publications is centrally managed by USAASA/USAASD-E for all U.S. Army, ARNG, and USAR units and activities. All requests are submitted to the appropriate account manager listed below. Direct contact

with the Defense Logistics Agency (DLA), or the National Imagery and Mapping Agency (NIMA) is not authorized. Requests sent to these activities will be returned without action.

a. Units located in Europe, Africa, the Middle East or Western Asia will forward requests to Commander, USAASD-E, Unit 29243, APO AE 09102. Message address CDR, USAASDE HEIDELBERG GM.

b. U.S. Army units located in Korea will forward routine requests and surveys thru EUSA ATS Office to the USAASA. For one-time issues and shortages in shipments, units will contact Commander, Eighth U.S. Army, ATTN: EAGC-EA-ATC, Unit #15236, APO AP 96205-0009.

c. All other units will forward their requests to Commander, USAASA, ATTN: ATAS-AI, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582. Message address CDR, USAASA FT BELVOIR VA//ATAS-AI//.

12-2. Establishing AID Accounts

AID accounts will be established using a FLIP -specific, non-requisitioning Department of Defense Activity Address Code (DODAAC). These FLIP specific DODAACs will be issued and maintained by U.S. Army Account Managers at either USAASA or USAASD-E. The receipt of FLIP and FLIP -related publications requires establishment of an active AID account. AID accounts remain active as long as the unit's annual customer survey is completed and returned (see 12-4), or until canceled. All U.S. Army, ARNG, and USAR units or activities will submit written requests for establishing an AID account with the appropriate AID account manager per para 12-1.

a. AID accounts will be consolidated whenever feasible for units based at the same location. All elements of a brigade, battalion, or squadron at the same location normally will be serviced from one consolidated account. Separate accounts for units not collocated with their parent units will be considered on a case-by-case basis. Authorization for separate accounts will be approved by the unit's chain of command prior to submission to either the USAASA or the USAASD-E. Requests for separate AID accounts that are not routed through the chain of command will be returned without action.

b. Only one account is authorized for each ARNG or USAR center, activity, or facility and will serve all tenants. Elements such as simulator branches, standardization boards, or instrument schools will be consolidated into one account through the installation commander or his/her designee. .

c. AID requirements and quantities are based on DLA allowances and their application in a specific theater. The general Authorization Tables are provided in figures 12-1, 12-2, and 12-3. The appropriate US Army Account Manager should be contacted if specific guidance is required.

d. The following information is required to establish an AID account for FLIP and/or FLIP-related aeronautical products. The same justification is required for additions or increases to existing AID requirements.

(1) The name of the unit FLIP Coordinator (officer and/or NCO), including DSN/COM telephone numbers and fax numbers.

(2) The exact unit mailing address (not to exceed four lines) which will be used as the FLIP specific DODAAC TAC 1 address. This must be the precise mailing address of the unit desiring to receive products.

- (3) The number of aircraft, by type, assigned or attached on a permanent basis.
- (4) The normal geographical limit or area of routine operations.
- (5) The name, stock number and quantity of publications required. Two NIMA catalogs are used to identify products and their availability. They are the NIMA catalog Part 1 - Aerospace Products - Volume 1 - Aeronautical Flight Information Publications, and Related Products and the NIMA catalog Part 1 - Aerospace Products - Semiannual Bulletin Digest.
- (6) The justification for items exceeding the authorization tables. See Figure 12-1 through 12-3.
- (8) Complete DLA Form 1832
- (9) Justification for overseas items requested by a CONUS-based activity.
- (9) The justification for CONUS items requested by an overseas activity.
- (10) The number of aviators, instrument examiners (IE), standardization officers, and safety officers authorized in the unit. Do not include IEs, standardization officers or safety officers in the total for aviators.
- (11) (For ATC accounts only) The number and type of ATC facilities supported or operated and the total number of controllers that are assigned (military and civilian).

12-3. AID Account Numbers

An established AID account provides the customer with updated editions and issues of all required FLIP and FLIP-related aeronautical Mapping, Charting and Geodesy (MC&G) products. The distribution of FLIP and FLIP-related products is the responsibility of DLA.

Products printed in cycles are distributed initially to AID accounts from the sites of NIMA contracted printers. Overprinting provides a limited shelf stock available during any current print cycle. U.S. Army AID Account Managers at USAASA or USAASD-E serves as central points of contact for U.S. Army customers in their respective areas, monitoring both distribution and customer requirements.

a. AID account numbers will be established using FLIP -specific, non-requisitioning DODAAC account number assigned and maintained by either USAASA or USAASD-E. AID account customers must include their assigned DODAAC account numbers and unit FLIP Coordinator in all requests, correspondence, or inquiries to the appropriate U.S. Army AID Account Manager.

b. Any information changes that affect the requirements of paragraph 12-2d must be reported. Customers are responsible for correct submission of changes. Changes to an AID account must be processed through the appropriate US Army Account Manager.

c. Change of unit designation, unit address, and account security classification or unit FLIP coordinator must be submitted on DLA Form 1832.

d. AID is normally received by mail at a consolidated installation receiving point and further distributed by the installation. FLIP has expiration and effective dates for use. FLIP is shipped with packing documents enclosed and with exterior markings as a safety of flight publication that is critical to flying safety and must not be delayed. Unit FLIP Coordinators must learn how their AID products will be routed when received by the central receiving point at their installations. Unit FLIP Coordinators should establish procedures with personnel at consolidated installation receiving points to ensure timely notification of

FLIP arrival. Updated FLIP products provided by AID should arrive at the customer two days prior to the effective date for that cycle. Shipment discrepancies should be reported to the appropriate U.S. Army Account Manager no later than six days after the effective date of the publication. . For VFR Sectionals and Terminal Area Charts, allow up to 10 days after the effective date before contacting your US Army Account Manager.

(1) U.S. Army customers in Europe, Africa the Middle East and Western Asia will contact Commander, USAASD-E, ATTN: ATAS-AD, Unit #29243, APO AE 09102. Telephone DSN 373-6426 for emergency support and guidance on AID and FLIP support issues.

(2) U.S. Army customers in Korea will contact Commander, EUSA, ATTN: EAGC-EA-ATC, Unit #15236 APO AP 96205-0009.

(3) U.S. Army customers in all other theaters will contact Commander, USAASA, ATTN: ATAS-AI, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582.

(5) Direct unit contact with the DLA or use of the GET-A-MAP program is not authorized.

e. Airfield and heliport operations are authorized limited shelf stock quantities of FLIP products above the quantities shown in figures 12-1 through 12-3. A variable shelf stock of up to 10 percent above the total operational requirements is authorized. Routine validation of existing AID quantities is recommended to ensure stocks are valid and consistent with operational needs. Additional shelf stock is authorized for Army and Joint Training Centers to support operations and redeployment of rotational training units. Exact quantities will be coordinated with the appropriate US Army Account Manager.

f. Non-DOD FLIP and FLIP-related aeronautical products are defined as any non-US Government host nation government or commercially produced flight information publication not listed in this regulation or the NIMA catalog that may be required in addition to DOD products. Requests for non-DOD FLIP must be submitted to your appropriate US Army Account Manager for validation and approval. Units must have approval to use non-US Government products in accordance with Paragraph 11-9 of this regulation. Justification must accompany each request. Examples of requests that justify additional FLIP support are:

- (1) To support presidential flights.
- (2) To support mission requirements in world areas where DOD FLIP coverage does not exist.
- (3) To meet requirements where the potential sensitivity of data precludes publication in the standard DOD FLIP.

12-4. Annual Validation of AID Accounts

a. DLA conducts annual automated reviews for all AID accounts in its database. Cost-effectiveness is the primary objective for this survey. The purpose of the survey is to revalidate AID account requirements at least annually. Units are individually responsible for verifying their AID accounts for accuracy. The survey is used by the USAASA and USAASD-E US Army FLIP Account Managers and DLA:

- (1) To revise, confirm, and delete existing AID requirements.
- (2) To establish new requirements for AID.

(3) To ensure the unit FLIP Coordinator's product management and AID account management procedures comply with applicable regulations.

b. Annual surveys are mailed directly to AID customers by the DLA. The annual survey contains a listing of FLIP and FLIP-related products that DLA has in its database for each AID account. The survey requires customers to update all information applicable to the unit's AID requirements (see paragraph 12-2). Annual surveys must be returned to ensure a unit's AID account is not deleted from the DLA database. The response suspense date is stated on the first page of the correspondence. Survey instructions include the requirement to forward the completed survey (entire original, and one additional copy) to the appropriate US Army Account Manager for validation. The customer should retain one copy of the completed survey for unit files.

c. U.S. Army customers should contact the appropriate U.S. Army Account Manager for information regarding the survey. Contact will be made if:

(1) No survey is received (period varies from July-August through December-January).

(2) Questions arise regarding how to complete and process the survey.

(3) Guidance on specific problems is needed.

d. No response to the survey initiates automatic deactivation of an active account and AID shipments stop. When an AID account is deactivated, it normally must be reestablished as a new account in accordance with paragraph 12-2.

12-5. AID Changes

U.S. Army customers with an active AID account can request modification to their product subscription if an operational requirement exist.

- a. Changes must be prepared and forwarded to the appropriate US Army Account manager for validation. Changes will be submitted on the FLIP subscription change form that can be obtained from the USAASA Web Site (see Appendix F) and forwarded to the appropriate US Army Account Manager.
- b. AID subscription changes should be made to accommodate recurring FLIP and/or FLIP related requirements. Product quantities shall be IAW Figures 12-1, 12-2, and/or 12-3.

2-6. Requisitions

U.S. Army customers with an active AID account can requisition special/one time issues of FLIP and/or FLIP-related aeronautical products; or, request an increase in AID quantities if a justified requirement exists:

- a. The request must be prepared with justification and forwarded to the appropriate U.S. Army Account Manager for coordination and validation.
- b. Routine requests augment a unit's normal AID requirements. Routine requests are used to support training exercises and contingency operations outside the unit's normal operating area. Requests for routine issue shall be made at least 20 days from the required delivery date (RDD). Request for RDD within 10 working days of first notice to the U.S. Army Account Manager cannot be guaranteed. Routine requests shall not be used as a means to overcome recurring AID discrepancies. Requests should be submitted to the appropriate U.S. Army Account Manager on Standard Form (SF) 344 (Multi-use Standard

Requisitioning/Issue System Document). Requests may also be submitted via electronic means. An electronic order form is located on the USAASA web site (see Appendix F). Requests should provide the product name, the complete NIMA Catalog Stock Number (include Xs when found as part of the stock number), the quantity desired, the desired delivery date and justification. Timely submission for all requests is critical. Product availability is limited by shelf stockage. The U.S. Army Account Manager will review/validate and then forward the request to the applicable issuing activity. Normal lead time for permanent AID changes requires two full FLIP cycles but may vary by different theaters. Customers must plan for known future AID requirements and follow-up on submitted requests.

c. Emergency requests are those requests for a one-time shipment that a unit's AID does not cover. An emergency request has a required delivery date (RDD) of 3 days or less. Requests for emergency issues shall be coordinated by direct contact with the appropriate U.S. Army Account Manager at the earliest time. Requests for emergency issue shall only be submitted to support contingency operations. Written justification, as a follow-up to an emergency request, is required. Requests for products to support scheduled exercises or training will not be considered emergencies. Local procedures are in effect for the different theaters.

12-7. Special AID requirements

The DLA AID program can provide support for special mission requirements occurring outside of routine mission requirements for aviation operations.

a. Exercise/training support requirements for U.S. Army, ARNG, and USAR units and associated activities and facilities that recur on a regular basis or on a special schedule, must be identified to the US Army Account Manager by the responsible training activity unit FLIP Coordinator at least six months prior to start of the exercise or special mission.

Since publications are produced/printed in varying cycles, NIMACSC's and NIMAAC's support of special AID requirements depends on the timely submission of all special requests. The unit FLIP Coordinator must be aware of upcoming exercises and special missions and plan appropriately. To ensure that the quantities of requested publications are available, submit special requests well in advance of publication cycles. Major exercises such as, REFORGER, BOLD EAGLE, or TEAM SPIRIT, involving the provision of FLIP or FLIP-related aeronautical products, must be coordinated through established channels. Theater commands should provide specific guidance in preparation for FLIP and FLIP-related product support.

b. Seasonal requirements should be identified to the appropriate US Army Account Manager at least six months prior to the RDD. The request must include starting and ending dates for the support and must specify complete NIMA product stock numbers and quantities. Include a clear statement that the requirement is seasonal. An example of such a requirement is additional coverage for emergency evacuation from 1 June through 30 November for units located in hurricane areas. An established AID account must exist to support seasonal requirements.

c. Assistance and guidance on a case-by-case basis for special AID requirements should be obtained from the appropriate US Army Account Manager.

12-8. Distribution to Aero Clubs

Aero clubs, with authorization to operate on U.S. Army installations, are permitted to receive specific DOD FLIP; from one to three copies each of en route low altitude charts, terminal low altitude instrument approach procedures, En route IFR/VFR Supplement, the Flight Information Handbook, and tactical pilotage charts; one copy each of the general planning and area planning publications. DOD FLIP products will be limited to the club's local area of operation. Requisition and distribution requirements shall be established through the local base operations AID account

12-9. Issue of Special Aeronautical/Aeronautical Related Information

- a. Requests for items or assistance in obtaining products not provided by NIMA may be submitted to the USAASA or the USAASD-E. Refer to table 12-1 products and the basis of issue.
- b. All Army units are responsible for funding and requisitioning Flight progress strips and flight progress strip holders through their local supply support activity. Publication and product description: FAA Form 7230-8, Flight Progress Strip (Tower), NSN 7530-01-449-4239; Strip Holder (Tower), NSN 9905-00-084-2879; Flight Progress Strip (AFFS), NSN 7530-01-449-4344; Strip Holder (AFFS), NSN 6605-00-485-6649.

Table 12-1

Basis of Issue for Special Aeronautical Information Publications and Documents Not Specified in Distribution Tables:

Publication and description: The Technical Bulletin, Aviation 1-series is published electronically each quarter. It is available at the USAASA Web Site (see Appendix F). TB AVN 1 series, U.S. Army Aviation Flight Information Bulletin is for information purposes only and provides up-to-date information about U.S. Army, ARNG, and USAR aviation activities worldwide.

Publication and description: AVFUEL and AVOIL Into Plane Contract Listing. This document is published annually with quarterly corrections. It identifies civil airports at which Government contract petroleum services are available.

Basis of issue: Issued annually by the Defense Energy Support Center. Distribution is made by the Defense Energy Support Center, ATTN: DFSC-OID, 8725 John J. Kingman Road, Suite 2941, Fort Belvoir, Virginia 22060-6222. State item title and quantity.

Publications are also available electronically at www.desc.dla.mil, refer to customer service.

Publication and description: VFR Sectional, Joint Operations Graphic (JOGs), Air Charts, and Tactical Pilotage Charts (TPCs).

Basis of issue: Issued by DLA as authorized by the USAASA to all account holders. As required. Two per aircraft for chart coverage of local areas, as defined in AR 95-1.

Additionally, one per 10 percent of total assigned aircraft is authorized for contingency stock at battalion or squadron level or higher. Additional special requirements and exercise stock provided based on one-time requests. State NIMA stock number and quantity.

Publications and description: National Ocean Survey (NOS) Airport Facility Directory.

Basis of issue: Issued by the DLAC based on USAASA authorization. As required. One each for airfield operations or a flight operations office when detached from an airfield operation. State NIMA stock number and quantity.

Publication and description: NOS Instrument Approach Procedures.

Basis of issue: Issued by DLA based on USAASA authorization. As required. One each for airfield operations or a flight operations office when detached from an airfield operations. Local reproduction of NOS approach charts is authorized for use in the U.S. State NIMA stock and quantity.

Note to Editor: Insert BASIS OF ISSUE TABLES: BOIFLIP.doc, BOICONUS.doc, BIOFAAEU.doc

Part Five

Terminal Air Navigation and Air Traffic Control Facilities

Chapter 13

General

13-1. General

a. Chapters 13 and 14 prescribe policy, procedures, and criteria to establish, alter, terminate, remove or relocate ATC and NAVAIDs for U.S. Army Airfields (AAF), U.S. Army Heliports (AHP) and U.S. Army flight activities (AFA) which are tenants at other than U.S. Army owned/operated airfields.

b. The policies, responsibilities, and procedures stated in Chapters 13 and 14 apply to all U.S. Army, ARNG, and USAR units having fixed-base requirements for ATC and NAVAID facilities.

13-2. Policy

a. A change in aviation requirements by Major U.S. Army Commands (MACOM), National Guard Bureau (NGB), or U.S. Army Reserve (USAR) Headquarters which requires establishing, altering, terminating, removing or relocating ATC and NAVAID facilities will be coordinated with the Director, U.S. Army Air Traffic Control Activity (USAATCA), during the initial planning stages.

b. Standard structures and equipment for ATC and NAVAID facilities are referenced in TB 95-1, U.S. Army ATC and NAVAID Facility Standards. Requirements for new ATC equipment or a programmed modification of ATC equipment shall be coordinated with the Commander, USAAVNC and Product Manager, ATC, during the initial planning stages.

c. All NAVAIDS must be monitored IAW paragraph 11-12 of this regulation and FM 1-303, using appropriate equipment. A NOTAM must be issued when NAVAIDs are temporarily not monitored or when the monitoring equipment is inoperative.

13-3. Responsibilities

Responsibilities related to establishing, maintaining environmental integrity, altering, terminating, or relocating ATC and NAVAID facilities that support the aviation mission are as follows:

a. Director, USAATCA, is the functional proponent for management, integration, standardization, evaluation, and requirements development of ATC/NAVAID facilities and ATC services. USAATCA will--

(1) Initiate requirements for top-driven ATC projects such the U.S. Army Aviation Modernization Plan (AAMP), and FAA Capital Investment Plan.

(2) Assist commanders of MACOMs in the accomplishment of their aviation ATC mission.

(3) Coordinate with PM-ATC as necessary.

(4) Provide ATC Requirements Specialists to provide technical assistance in the preparation and submissions of requests for ATC and NAVAID facilities. These personnel

will analyze requirements, and establish real property and equipment layout at installations for MACOMs based on established criteria. The Requirements Specialists will also identify preliminary site preparation requirements to the installation Directorate for Public Works (DPW) for cost estimates and subsequent accomplishment.

(5) Provide assistance in certification and flight inspection of ATC and NAVAID facilities. This includes assisting in correcting equipment problems.

(6) Provide technical assistance and guidance for engineering, installation, acceptance testing, quality assurance, operation, and maintenance of ATC and NAVAID facilities. USAATCA will also coordinate with the installation Directorate of Public Works (DPW) who is responsible for the maintenance of AAF/AHP lighting systems and real property associated with ATC and NAVAID facilities.

(7) Provide technical assistance and guidance in engineering, installation, acceptance testing, quality assurance, and maintenance of advisory facilities, i.e., Pilot-to-Dispatcher, Pilot-to-Forecaster, and Base operations communications.

(8) Provide for system safety standards and safety acceptance tests for new, rebuilt, and repaired ATC and NAVAID facilities and equipment.

(9) Provide for ATC evaluations/surveys to ensure the integrity of the ATC facility/NAVAID(s). This includes the following:

- a. VFR-Only training facilities.
- b. Mobile/tactical navigational aids deployed in support of military exercises, contingency operations, or interim mission support on a worldwide basis.
- c. Conduct NAVAID inspections on an as requested basis.

(10) Provide configuration management for ATC and NAVAID systems. All requests for changes in software, adding or removing equipment, and changes in physical location of equipment must be approved by Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265.

b. Commander, U.S. Army Aeronautical Services Agency will provide on/off site assistance/guidance for airspace matters. This assistance will be accomplished through the use of the DARR or, if applicable, the U.S. Army Aeronautical Services Detachment-Europe (USAASD-E).

c. The U.S. Army Information Systems Engineering Command has the responsibility to maintain plant-in-place drawings of record for facilities and return revised copies to the appropriate commander. Commanders with operations and maintenance (O&M) responsibility must submit USAATCA approved configuration changes for update of plant-in-place drawings as revisions occur.

d. U.S. Army Communications-Electronics Command (CECOM), Fort Monmouth, NJ, is normally responsible for life cycle management of ATC equipment and for establishing and conducting all New Equipment Training Team (NETT) Programs. USAATCA will assist in identifying NETT requirements to CECOM.

e. MACOMs having aviation assets under their control will review their requirements and forward approved Facilities Requests to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265. In addition, they will review all configuration management change requests prior to forwarding to USAATCA for approval, IAW paragraph 13-3 of this regulation. The review should verify that there is a necessity for a change, it is cost effective, and it will be a mission enhancement.

f. Installation commanders with an AAF, AHP, or AFA under their control will:

(1) Coordinate with USAATCA and the appropriate DARR/USAASD-E during the initial planning stages of any ATC project(s).

(2) Coordinate through appropriate MACOM with the Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265, in the form of a Facilities Request (see paragraph 14-7), when changes in ATC/NAVAID requirements are identified.

(3) Request technical assistance or other aid by sending requests for assistance through MACOM to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265.

(4) Plan and coordinate the commissioning of ATC and NAVAID facilities under their control in accordance with Chapter 10 of this regulation. After completion of the commissioning flight inspection IAW TM 95-225, and this regulation, a commissioning NOTAM will be issued. Additional NOTAM requirements can be found in AR 95-10.

(5) Prepare proposals to establish, rescind, or modify controlled airspace in accordance with Chapter 11 of this regulation.

(6) Assess the environmental impact of proposed ATC and NAVAID facilities IAW Chapter 6 of this regulation, AR 200-1 and AR 200-2.

(7) Support the planning and programming of real property facilities for installation of ATC and NAVAID systems IAW ARs 37-49, 200-1, 200-2, 210-10, 210-20, 405-10, 415-15, 415-28, 415-35, and 420-10.

(8) Ensure that new and existing ATC and NAVAID facilities on/off the installation are included in the installation's physical security plan IAW AR 190-51.

(9) Ensure that trees, shrubs, or man-made objects causing degradation to operations or affecting performance characteristics of proposed or installed NAVAID facilities are trimmed or removed as necessary. If this cannot be accomplished and the ATC/NAVAID facility does not meet required standards, the facility will be a candidate for decommissioning, removal, and/or re-installation at a location where it can be utilized/maintained.

(10) Review all configuration management change requests prior to approving and forwarding them through command channels to USAATCA for approval, IAW Chapter 13, paragraph 13-3a(10) of this regulation. The review should verify that there is a necessity for a change, it is cost effective, and it will be a mission enhancement.

(11) Review and revalidate all frequency assignments that support an AAF, AHP, or AFA. Revalidation should verify the frequency assigned, equipment parametric, and responsible Army or tenant unit and the frequency currently being used.

g. The installation Director of Plans, Training, Mobilization, and Security, or any other organization having responsibility for operating and maintaining ATC and NAVAID facilities will--

(1) Help plan and support the installation of ATC and NAVAID facilities.

(2) Ensure that planning and construction of ATC and NAVAID facilities have been coordinated with USAATCA and conforms to the following regulations:

- a. AR 210-20 for Installation Master Planning.
- b. AR 415-15 for Military Construction Army (MCA) Projects.
- c. AR 415-35 for Minor Construction Projects.

(3) Ensure that plans and requirements for new ATC and NAVAID systems are approved by the installation commander.

(4) Upon commissioning of a facility, ensure continued operation of that facility, as published, and issue outage notices/NOTAMS.

(5) Identify and report any encroachment caused by environmental factors which degrades the signal integrity of NAVAID(s) to the installation DPW for correction.

(6) Review all configuration management change requests prior to approving and forwarding them through command channels to USAATCA for approval, IAW Chapter 13, para 13-3a(11). The review should verify that there is a necessity for a change, it is cost effective, and it will be a mission enhancement.

13-4. ATC Material Development

The Product Manager, Air Traffic Control Systems has been delegated the responsibility, by the Director of Systems Acquisition and the Command General AMCOM, for the central management of assigned Army ATC equipment development programs and will--

a. Direct, coordinate, and control the planning, programming, and budgeting of ATC equipment programs and related fiscal activities and to ensure effective execution of the approved programs.

b. Provide management direction and control over those ATC program activities assigned/delegated to other equipment development organizations.

c. Maintain continued coordination, direct communication, and interface with foreign governments, higher headquarters, and the respective staff elements to keep abreast of user requirements. Apprise such agencies of project status.

- d. Maintain surveillance over communications with aircraft/electronic manufacturers and associated industries to insure that the best interests of the Government are served.
- e. Assist USAATCA in maintaining the readiness of ATC systems.
- f. Coordinate and support security assistance activities for ATC systems.
- g. Ensure that financial and manpower requirements to accomplish ATC PM projects are developed and submitted for all program years and that resource requirements requests are compatible at all times with the life cycle of ATC systems.
- h. Coordinate decisions that impact on program costs through the Director of Systems Acquisition and the Command General ATCOM, and if necessary, with higher headquarters.
- i. Develop the Material Solutions to ATC Mission Needs.
- j. Program and track funding for both tactical and fixed base ATC equipment requirements.

Chapter 14

Procedures

14-1. Airfield and Heliport Operational Requirements

Procedures and requirements to establish or decommission ATC and NAVAID services or facilities at AAFs, AHPs and U.S. Army Aviation Flight Activities (AFA) are prescribed within this chapter. Requirements must be justified based on the following criteria:

- a. Air traffic count for the peacetime mission.
- b. The mobilization and contingency needs for the installation concerned.

- c. Special mission requirements.
- d. Predominate weather history.

14-2. Procedures

a. When an ATC or NAVAID requirement is identified in a Facilities Request from an installation, or U.S. Army flight activity, it will be sent through command channels to the MACOM for concurrence. The MACOM will then forward the request to the Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265. The Facilities Request will generate a survey by USAATCA. Upon completion of the survey, USAATCA will send the survey to the appropriate MACOM for concurrence prior to further development of the project.

b. Facilities Requests for reduction or termination of ATC and NAVAID facilities will be reviewed by the installation commander; forwarded to the MACOM for concurrence; then sent to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265 for approval. An information copy of the Facilities request will be sent to HQ USAAMCOM, AMSAM-DSA-ATC, Redstone Arsenal, Alabama, Alabama 35898-5798.

14-3. Facilities Development

a. The Director, USAATCA will determine the need for ATC and/or NAVAID facilities to satisfy U.S. Army requirements. A requirements survey will be conducted to identify equipment, installation sites, airspace needs, ground hazards, environmental impact (actual environmental assessment will be conducted by the requesting installation), cost

effectiveness, and weather factors. The requirements survey will provide data which will allow USAATCA to validate and/or define the requester's needs as follows:

(1) Determine the type(s) or combination of ATC and NAVAID facilities which may best meet the AAF or AHP operational needs.

(2) Determine actual requirements for ATC and NAVAID facilities by identifying the following:

- a. Possible use of other military or civil/Host Nation ATC or NAVAID facilities.
- b. Type of ATC and/or NAVAID facilities which will provide the support requested by the user.
- c. Best location for the facility based on the approved installation master plan, cost, and/or specific parameters of the equipment.
- d. Airspace and obstruction evaluation requirements.

Note: The installation is responsible for preparing and forwarding the necessary documents IAW Chapter 8 of this regulation.

e. Determine whether the FAA's or a foreign government's approval is needed to establish an ATC or approach control service IAW Chapter 8 of this regulation.

f. Operating minimums for each type of approach/departure procedure being developed.

g. Whether the proposed facilities will harm the environment around the AAF and AHP.

b. Installation commanders having AAFs, AHPs, or aviation flight activities under their control will:

(1) Conduct an environmental assessment IAW this regulation and AR 200-2 to ensure that the proposed ATC and/or NAVAID facility will not have a harmful effect.

(2) Prepare radio frequency assignment requests for ATC and NAVAID facilities IAW AR 5-12.

(3) Ensure that the installation Air Traffic and Airspace (AT&A) officer is a voting member of the Installation Planning Board IAW AR 210-20.

(4) Ensure that present and future ATC and NAVAID facilities are included in the installation master plan IAW AR 210-20.

(5) Ensure that project material is received, stored, and secured.

(6) Ensure that construction projects will not interfere with AAF and AHP operations.

(7) Ensure that trees, shrubs, or man-made objects (e.g., power lines, fences, or towers) will not interfere with the operation of ATC and/or NAVAID facilities. The integrity of each ATC and/or NAVAID site will be maintained after installation to ensure that the above mentioned items do not affect the critical areas of the facility as described in the appropriate siting manuals.

c. The Director of Plans, Training, Mobilization, and Security for the installation or other organizations responsible for ATC in concert with the ATC Facility Chief will:

(1) Prepare and submit a Facilities Request for each proposed ATC and/or NAVAID project.

(2) Plan and coordinate the commissioning of ATC and/or NAVAID facilities as follows:

- a. Perform the preflight preparations and actions specified in TM 95-225 and chapter 8 of this regulation prior to requesting a commissioning flight inspection.
- b. Commissioned facilities will be flight inspected and evaluated IAW TM 95-228.
- c. Send requests for commissioning or other flight inspection services IAW TM 95-225 to the appropriate DARR or if applicable, USAASD-E, after all preflight preparations are completed. Requests will include the geographic position (latitude and longitude) of navigation facilities established by an engineering survey with an accuracy of plus or minus 40 feet.
- d. Send advance information by correspondence (field notices) on the proposed commissioning to USAASA, or if applicable, USAASD-E.
- e. After completing the commissioning flight inspection and when all other related factors are found to be satisfactory, issue the commissioning NOTAM. After the NOTAM is issued, ensure the continued operation of the facility as commissioned. Promptly notify users of outages and changes in status, utilizing NOTAM procedures.
- f. Coordinate possible decommissioning of an ATC and/or NAVAID facility with Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265, and the DARR, or if applicable, USAASD-E. USAATCA will conduct a requirements survey to determine the effect of decommissioning. If the facility is part of the NAS, a proposal for nonrulemaking action will also have to be prepared IAW Chapter 8 of this regulation.
- g. After establishing a decommissioning date that will allow for accomplishment of the items in the above paragraph, send advance notice (field notice) on the decommissioning IAW paragraph 10-11 of this regulation.

h. USAATCA will coordinate with PM ATC for material solutions to the ATC/NAVAID requirements when necessary.

(3) Coordinate with local Staff Weather Office (SWO) on the support and services required to include:

a. Training and certification of ATC personnel in taking limited weather observations as part of a cooperative weather watch.

b. Inclusion of locally taken ATC tower and tactical tower weather observations in wide scale dissemination.

14-4. Justifying or Retaining NAVAID Facilities and Equipment

a. The requirements for a precision approach capability, other than radar, may normally be justified at an AAF and/or AHP when:

(1) Instrument Flight Rules (IFR) air traffic count is 6,000 or more operations annually.

(2) Historical weather data supports the need for a precision instrument approach procedure.

(3) Additional factors such as topography and relative location to other precision approaches are considered; such as accessibility to U.S. Army aircraft.

b. A GCA radar can normally be justified if the IFR air traffic activity count is 3,000 or more operations annually, and the additional considerations in paragraph 14-4a are met.

c. Terminal very high frequency (VHF) omnidirectional range (TVOR) and nondirectional radio beacon (NDB) equipment can normally be justified as follows:

(1) If the total AAF and/or AHP air traffic activity count is 100 or more operations per day.

(2) To support terminal instrument procedures.

(3) Distance Measuring Equipment (DME) as an addition to the TVOR, will be considered based on the number of aircraft utilizing the TVOR which are DME equipped, or on a special operational requirement basis (TACAN may be authorized on the same basis).

(4) To support airway, air route, and holding requirements in the terminal or approach control area complex.

(5) When additional NAVAIDs are required, and the NAVAIDs in the area cannot provide the required service.

d. Airfield lighting and marking requirements will be determined IAW standards contained in TM 5-832-4 and TM 5-811-5.

14-5. Justifying or Retaining ATC Facilities

a. A U.S. Army radar approach control (ARAC) with airport surveillance radar (ASR), automated radar terminal system (ARTS), and air traffic control radar beacon system (ATCRBS) may be justified where the total air traffic activity count in an air traffic complex is 500 or more per day.

b. A nonradar approach control (normally not used because of the availability of modern equipment and adequate radar coverage in most areas) may be justified where the air traffic activity count is more than 200 but less than 500 per day; or where significant

IFR air traffic delays can be documented as persistent and caused by the lack of an approach control facility.

c. An ATC tower (ATCT) will be justified at AAFs and AHPs by one of the following:

(1) A total air traffic activity count is 20,000 or higher per year or where a seasonal operation exists with an average of more than 120 movements per day. Additional considerations such as mission and weather history will be used in addition to traffic count to justify an ATCT.

(2) A mix of aircraft of varying speeds and capabilities, (i.e., prop/jet powered fixed wing, Vertical Takeoff or Landing (VTOL) aircraft, or helicopters), or to increase aviation safety.

(3) To meet mobilization, contingency, emergency, or special mission operational requirements.

(4) A requirement in support of scheduled aviation training.

d. A flight following facility is authorized for airspace management in cantonment areas, training areas, and ranges.

e. Air traffic advisory service equipment may be justified where there is not an operational control tower.

14-6. Other Considerations

a. Commanders of AAFs, AHPs, or U.S. Army aviation flight activities requiring establishment, relocation, or retention of ATC and/or NAVAID facilities to accomplish their mission, but which do not meet the required air traffic activity count, will submit mission

essential requirements in detail to CDR, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265.

b. Nearby ATC and/or NAVAID facilities may provide satisfactory service for U.S. Army aircraft. These facilities will be considered if they meet the requirements of TM 95-226 and the operating agencies (i.e. FAA or other DOD agencies) approval can be obtained.

c. Meteorological support and requirements for weather service at AAFs and AHPs are accomplished per AR 115-10.

d. Facilities that fail to meet the guidelines contained in this chapter may be considered for deactivation.

e. All NAVAID facilities certified for IFR procedures shall be monitored IAW Chapter 11, paragraph 11-12 and FM 1-303.

14-7. ATC Facilities Request (FR)

a. PURPOSE. To provide guidance for the submission and development of ATC fixed base requirements. DA Form 5895-R will be locally reproduced on 8 1/2- by 11-inch paper. A copy for reproduction purposes is located at the end of this regulation.

b. APPLICABILITY. This guidance applies to all MACOMs having air traffic control facilities under their command/control.

c. CONCEPT. The requirements pertaining to fixed base facilities requests are unique in that equipment required is programmed under Aircraft Procurement, U.S. Army (APA) budget appropriations. APA funds are processed through a different program review channel at DA than those used to review OMA and OPA programs. Fixed base ATC

programs will be initiated and submitted using two distinct methods of implementation.

These are:

(1) Top Driven Requirements. These ATC fixed base requirements are usually generated by USAATCA.

(2) Facilities Request. If an installation has a fixed base ATC requirement, that requirement will be submitted as an ATC Facilities Request, through the appropriate MACOM to USAATCA.

d. Fixed base ATC requirements are:

(1) ATC facilities installation (major construction/minor construction).

(2) ATC facilities equipment.

(3) ATC navigational aids and landing systems.

(4) ATC lighting/visual aid systems.

(5) Modernization/upgrade of ATC systems.

(6) ATC contractual studies/analyses.

e. A facilities request is not required for minor, locally administered ATC projects as long as changes do not violate Configuration Management Directives, e.g., permanent relocation of ATC equipment.

f. A Facilities Request will be completed as follows:

(1) Section one is to be completely filled out by the requesting organization (self explanatory).

(2) Section two is to be completed by the appropriate MACOM. This section is self explanatory except for the Facilities Request Number. The following procedure will be used to determine the FR number:

a. Example: TDC-SIL-8901 or TDC-SIL-8901a.

b. Explanation: TDC identifies MACOM as TRADOC.

SIL identifies installation as Ft. Sill.

89 identifies FY that FR was submitted.

01 indicates first FR for that installation.

the "a" indicates first change to FR.

(3) Sections three, four, and five are completed by the requesting organization (self explanatory).

g. FR's are normally initiated by the ATC facility requesting equipment/service. A MACOM can also submit an FR if they have a requirement.

h. An FR will be forwarded from the initiator to the MACOM for concurrence, then will be sent to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, Alabama 36362-5265, for processing.

14-8. Radio Frequency Requirements

a. Frequency assignments.

Note: All frequencies and positions listed below are based on a standard facility concept, a requirements survey will determine actual facility capabilities on a case by case basis.

Frequency Management coordination to use a particular frequency must be processed and approved through the appropriate frequency management agency or office in accordance with U.S. or host nation provisions. The CONUS frequency management agency is the CE Services Agency, Alexandria Virginia, and OCONUS agency is normally the Theater Signal Command.

(1) Frequency allocations for ARAC are:

Emergency VHF and UHF	1*
Arrival VHF and UHF	1*
Secondary arrival VHF and UHF	1
Departure VHF and UHF	1*
Secondary Departure VHF and UHF	1
En route VHF and UHF	1*
Secondary en route VHF and UHF	1
PAR VHF and UHF	1*
ATC speech security VHF/FM	RS
PAR VHF/FM	RS

(2) Nonradar Approach Control (Normally not used in today's modern radar environment.).

Emergency VHF and UHF	1**
Primary VHF and UHF	1*
Secondary VHF and UHF	1
ATC speech security VHF/FM	RS

(3) GCA.

Emergency VHF and UHF	1**
Primary VHF and UHF	1*
Secondary VHF and UHF	RS
ATC speech security VHF/FM	RS
GCA feeder VHF and UHF	RS

(4) Control Tower.

Emergency VHF and UHF	1*
Primary VHF and UHF	1*
Secondary VHF and UHF	RS
Ground Control VHF and UHF	1
ATC speech security VHF/FM	RS
Crash/emergency/veh control	1

(5) Flight following.

Emergency VHF and UHF	1*
Primary VHF and UHF	1*
Secondary VHF and UHF	RS
ATC speech security VHF/FM	RS

(6) Advisory service.

Emergency VHF and UHF	1*
Primary VHF and UHF	1*
Secondary VHF and UHF	RS
ATC speech security VHF/FM	RS

(7) NAVAIDs and radars. See list from pages 47-49.

* - Frequencies normally having backup.

** - Normally a shared control tower asset.

RS - Will be determined by a requirements survey.

Part Six

Certification and Use of Army Airfields by Other Than U.S. DOD Aircraft

Chapter 15

General

Section I

Introduction

15-1. Army Airfield Use Policy

a. U.S. Army airfields are primarily for use by DOD military aircraft. Prior permission requirements to use an Army airfield may be established by the installation commander or the commander's designated representative.

b. Other U.S. federal government agency aircraft may use Army airfields with prior permission. (See 15-13)

Note: A Base Ops Support Agreement or other formal coordination may be required.

c. U.S. Army airfields located outside of the U.S. may be used by foreign (official) government aircraft if:

- (1) reciprocal government to government use agreements exist;
- (2) or, use is authorized by treaty;

(3) or, use is approved by a Theater or MACOM commander after considering applicable laws relating to U.S. defense articles and services being transferred to foreign governments.

d. U.S. Army airfields located in foreign countries are not intended to be used by Host country/foreign local national civil aircraft.

e. U.S. Army policy is to permit U.S. civil aircraft use of U.S. Army airfields to the maximum extent feasible when the civil operations will not interfere with military operations. Army installations and airfields are established to facilitate the training required to maintain defense readiness and to provide the operational capacity necessary to defend the U.S.; therefore, careful consideration must be given to those external influences which affect operational capabilities. DOD requirements will take precedence over authorized civil aircraft use.

f. Army airfields shall be used for aviation purposes. Because of numerous safety issues, runways, taxiways, ramps, and airfields should not be closed for non aviation activities such as unit runs, drag racing, open air concerts, drivers training, etc.

15-2. Waivers.

Waivers to the requirements contained in Part six of this regulation shall be submitted to the Commander, HQ, USAASA. Requests when considered in the best interest of the U.S. Government and which require global ASA I&E approval will be DA staffed by the Commander, HQ, USAASA.

15-3. Information control number

Information control number, Office of Management and Budget (OMB), OMB No. 0701-0050 has been assigned to the forms and reports that request data from individuals or agencies not in the Federal Government. These forms and reports are referred to in Part six.

SECTION II

RESPONSIBILITIES

15-4. Assistant Secretary of the Army, Installations, Logistics, and Environment (ASA I&E)

ASA I&E has general Secretariat oversight of AAF/AHP utilization.

- a. ASA I&E has final authority over an installation's concept plan request for formal joint use of an installation's airfield.
- b. ASA I&E will direct the COE to enter joint use negotiations after approving the installations joint use concept plan.
- c. ASA I&E may retain final approval authority over the negotiated joint use agreements/lease/license.
- d. ASA I&E grants the Commander, USAASA, the authority to issue civil aircraft landing permits and international Army Aircraft Landing Authorization Numbers (AALANs) for Limited joint use.

15-5. Chief of Engineers (COE)

Following ASA I&E approval of the installation concept plan for a extended-term joint use agreement with a civil government entity (or other appropriate sponsor), the COE will negotiate and issue an appropriate outgrant in accordance with AR 405-80 for the use of land, buildings, and other facilities at AAF/AHPs. The COE shall request technical assistance from the Commander, USAASA, during the joint use and outgrant negotiations drafting process to ensure Army and Federal Aviation Administration requirements are protected. Within the appropriate documentation for joint use, the COE shall--

- a. Provide the Army and the FAA the authority to inspect civil operations at joint use Army airfields to ensure compliance with applicable Federal laws and Army regulations.

- b. Stipulate in the outgrant that:

- (1) In addition to requirements specified in AR 405-80, joint use may be suspended or canceled for noncompliance with applicable Federal laws or Army regulations.

- (2) The Army reserves the right to suspend or terminate joint use of an AAF/AHP when, as determined by the Army, any one of the following occur:

- a. Such use is inconsistent with national defense.
 - b. A user's liability insurance is canceled or expires.
 - c. A user is not operating in accordance with agreed to procedures or approved purposes.
 - d. It is in the best interest of the Army, DOD, or the U.S. Government.

15-6. DCSINT

The DCSINT exercises overall Army Staff responsibility for Army interaction with foreign representatives (see para 1-7). In this capacity, the DCSINT--

a. Is the approval authority for access to all Army installations or facilities by foreign personnel, less those in the following categories for which approval authority has been delegated to other Army Staff principals, MACOM commanders, or local commanders:

(1) Those traveling on approved invitational travel orders prepared under provisions of AR 12-15 (students or those traveling on tours governed by AR 380-10).

(2) Those in a transient status (such as crew rest, remain overnight, loading of official cargo, or procurement of aircraft services.)

(3) Those engaged in fulfilling an approved Army contract involving unclassified information.

(4) Those representing foreign media, when traveling under the auspices of AR 360-5.

(5) Those engaged in an approved cross-border movement under the provision of AR 525-16.

(6) Those involved in an approved unit exchange.

(7) Those whose access is exclusively for social or other activities open to the general public.

b. On request, provides guidance concerning the propriety of installation or facility access by nationals of countries whose aims are not in accord with those of the United States.

c. On request, and in coordination with DCSOPS, provides DA guidance concerning operational security implications inherent in installation/facility access by foreign personnel.

d. Grants the Commander, United States Army Aeronautical Services Agency, authority to issue Army Aircraft Landing Authorization Numbers to foreign embassies/aircraft/governments, after the Commander coordinates with the U.S. State Department, Politico-Military International Security Peacekeeping Operations, 2201 C Street, NW, Room 7428, Washington, DC 20520.

15-7. Commander, USAASA

In addition to paragraph 1-8, the Commander, USAASA serves as the executive agent for the DCSOPS on:

- a. DA operational approval for user requests to operate (at AAFs, AHPs, or onto other landing areas) on Army installations.
- b. Providing for DA interface with FAA and other civil and government agencies at the international, national, and regional level relating to Army airfield use.
- c. Ensuring the development, coordination, and implementation of plans, policies, and procedures pertaining to use of AAF/AHPs by other than DOD aircraft.
- d. Providing for DA membership and participation on DOD, FAA, other Government, national, and international boards, committees, groups and panels.
- e. Providing for DA participation in public hearings or meetings, either formal or informal, at the local, regional, or national level, on matters pertaining to the NAS.
- f. Providing guidance and assistance to MACOMs, installation commanders, and AAF/AHP commanders on matters pertaining to this regulation.

g. Providing COE with technical assistance during the joint use negotiations and lease drafting process to ensure Army and Federal Aviation Administration requirements are protected.

15-8. Major Army Commanders

MACOM commanders will--

a. Advise and assist the Commander, USAASA, on matters requiring agreements with the FAA and other agencies.

b. Approve or disapprove airfield user requests as authorized. (See paras 15-14 and table 15-1.)

MACOM commanders will also assign identification numbers to approved requests. (see para 15-19.)

c. When a Civil Aircraft Landing Permit is approved or disapproved by the MACOM, forward copies of the completed DD Form 2400, DD 2401, and DD 2402 to the Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace Support Division, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

d. Recommend approval or disapproval of requests for use of AAF/AHPs when approval authority is maintained at a higher approving level.

15-9. Installations Commanders

Commanders of installations with AAFs or other installation landing areas:

- a. Approve or disapprove Civil Aircraft Landing Permits requests as authorized. (See para 15-14 and a table 15-1). The approving authority will assign identification numbers per paragraph 15-19 and figure 15-1 when requests are approved.
- b. Forward all requests that require higher level approval through channels to the appropriate approving authority with a recommendation.
- c. Continually review all user operations to ensure compatibility with the installation, DA, and DOD missions.
- d. May delegate their approval authority to the airfield commander or other appropriate individual when desired.
- e. Ensure copies of papers, letters, reports, and documents referred to in paragraph (15-16c) are forwarded through appropriate channels to the Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace Support Division, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.
- f. Installation commanders may designate temporary landing/departure areas anywhere on an installation provided the area is capable of safely accommodating the type of activity anticipated. All flight and ground safety issues shall be resolved before aircraft operations commence. Examples of potential installation landing sites are, but not limited to: Old closed runways, roads, football fields, parade grounds, parking lots, etc. Safety at these temporary landing/departures sites cannot be overstated. Use of temporary landing areas on Army installations should be for short duration activities such as field training exercises, static aircraft displays, civil fly-ins, or because of aviation necessity, etc.
- g. Plan for the periodic 5 year airfield OC survey to maintain IFR certification for IFR aircraft operation.

15-10. Army Airfield Commanders

The commander of an AAF/AHP where joint use operation has been approved will--

- a. Control the administration and security of civil aircraft and passengers while they are on the airfield.
- b. Require users to schedule or modify their operations to keep from interfering with military activities when desired.
- c. Cooperate with customs, immigration, health, and other appropriate public officials regarding aircraft arrival and departure screening.
- d. Submit the following completed documents to the Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace Support Division, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582:
 - (1) Letter of Agreements dealing with joint or civil use.
 - (2) Lease agreements associated with joint use.
 - (3) When a Civil Aircraft Landing Permit has been approved or disapproved; completed copy of DD Form 2400, DD Form 2401, and DD Forms 2402.
 - (4) Other papers, reports, or letters pertaining to civil operators; in particular, those having to do with emergency or unauthorized landings.

15-11. Owners and operators of non military aircraft

Owners and operators of non military air will--

- a. Comply with special procedures, requirements, and restrictions imposed by this regulation.

- b. Comply with special procedures, requirements and restrictions that may be imposed by the FAA, the installation commander, or other appropriate military authority.
- c. Comply with applicable parts of the Code of Federal Regulations.

Section III

Authorized Civil Use of Army Airfields

15-12. Types of use for Army Airfields

Authorized use falls into four broad categories. These are:

- a. Extended Joint Use - Extended Joint Use is a term used to describe an agreement or contractual process required by the proposed use of Army assets. It is a process to enact real property agreement(s) because use of the airfield or Army assets go beyond normal takeoff, landing, and parking not covered under limited use (CALP) provisions. Such extended use requires the COE to negotiate and execute outgrants for the use of Army property. It is the nature of the proposed use rather than the duration of the proposed use which determines category of the use.

- b. Limited Joint Use - Limited Joint Use requires an approved Civil Aircraft Landing Permit (CALP). Limited Joint Use normally authorizes U.S. civil aircraft use of U.S. Army installations when justified. Normally use is authorized for flights: in conjunction with official government business; or by active duty or retired military members, and their authorized dependents; to land, takeoff, and park. However, if exceptional circumstances warrant, other reasons for civil use may be authorized.

Note: Active duty, retired, authorized dependents, and other authorized individuals MAY be considered for access to Army airfields on the same basis as if those individuals would normally have access to a military installation, using a POV, if the installation were considered a closed post.

c. Use by Foreign Aircraft -

(1) Use of Army airfields within the United States and its territories require DA and State Department approval. Prior to using an Army airfield located within U.S. territory, foreign government entities must complete all necessary coordination and be issued an Army Aircraft Landing Authorization Number issued by the Army. Foreign aircraft will not be permitted to land unless that foreign aircraft has been issued an Army Aircraft Landing Authorization Number.

(2) U.S. Army airfields located outside of the U.S. may be used by foreign government aircraft if:

- (a) reciprocal government to government use agreements exist;
- (b) or, use is authorized by treaty;
- (c) or, use is approved by a Theater or MACOM commander after considering applicable laws relating to U.S. defense articles and services being transferred to foreign governments.

(3) Foreign civil aircraft are not normally authorized use of U.S. OCONUS airfields.

d. Emergency Use - Any aircraft experiencing an in-flight emergency may land at any U.S. Army installation. Army airfields may be used to support civil emergency/natural disaster operations at the discretion of the local commander; provided, operations are

transferred back to civil facilities at the earliest opportunity after those civil facilities become available.

e. Humanitarian Use - Use for humanitarian flights transporting emergency medicines, human organs needed for emergency situations, critically ill, or critically injured people. Air ambulances may use Army airfields and heliports, on a non routine basis, when it will ease the suffering of an on board patient and other civil airports are not readily available. Prior permission requirements (PPR) must be obtained and the DD form 2400 series completed after the first landing. The intent is to provide humanitarian relief for the patient, not to support commercial ventures. If the air ambulance donates the transportation, the air ambulance will not be charged a landing fee.

15-13. Exempt users

Owners and/or operators of aircraft referred to below, are normally authorized to land at AAF/AHPs and are exempt from using the DD form 2400 series, unless otherwise noted. Specific restrictions may be in force and prior permission to use an Army airfield is at the discretion of the installation or AAF/AHP commander or their designated representative. Base operations support agreements may be necessary or established to cause reimbursement for the use of the facilities.

- a. The DOD.
- b. Any other U.S. Government agency aircraft, clearly marked or identifiable through prior coordination as a U.S. government aircraft when used for official business.

c. USAF Aero Clubs. The club operator must provide verification of Aero Club ownership. Club managers should provide aircraft tail number lists to locations where their club's aircraft frequent.

d. Local Army flying club when the flying club is established in accordance with AR 215-1. Completion of a DD Form 2400 and a DD Form 2402 are required for each club aircraft. When flying club members utilize aircraft not provided by the local flying club (i.e. rental aircraft), those flights in the non-affiliated aircraft must be processed under the limited use procedures.

e. Members of non local Army flying clubs. Flying club aircraft operators must obtain approval from the appropriate approving authority before landing at transient AAFs. A DD Form 2400 and a DD Form 2402 are required. Club managers should provide aircraft tail number lists to locations where the club's aircraft frequent.

15-14. Other Users

The Army may make domestic military airfields available for civil use. Specific restrictions may be in force and prior permission to use an Army airfield is at the discretion of the installation or AAF/AHP commander or their designated representative. Civil Aircraft landing permits are required for:

a. Any civil aircraft under--

(1) Lease or contractual agreement for exclusive operational use by an agency of the U.S. Government that is operated by or for that agency, such as the FAA or Department of Interior. This includes any aircraft under contract to the Air Mobility Command, the Military Traffic Management Command, and other agencies of similar nature. The DOD or

other federal government agency must declare responsibility for liability of the aircraft on behalf of the owner or the operator must submit a DD Form 2400 issued by an insurance company and have a DD form 2401 and DD form 2402 on file with the Army approving authority to operate at an AAF/AHP.

(2) Lease or contractual agreement to the U.S. Air Force Civil Air Patrol (CAP) for liaison purposes and operated by a U.S. Air Force liaison officer on official business. Completion of DD Form 2400 and DD Form 2402 is required unless the USAF assumes liability responsibility for the aircraft in writing.

(3) Civil Air Patrol control for an authorized mission when directed by USAF orders.

(4) U.S. Coast Guard (USCG) control for an official administrative or operational mission.

(5) U.S. Coast Guard Auxiliary control for an authorized mission when directed by USCG orders.

(6) Bailment contract if the U.S. Government is the insurer for liability.

(7) Representatives of Federal, State, County or Municipal governments when operated in connection with official, nonpolitically related, U.S. Government business. A declaration of responsibility for liability, or completed DD Form 2400, and a completed DD Form 2401 and 2402 are required.

(8) Contractual agreement to any Federal, State, or Local government agency in support of operations involving safety of life or property because of a natural disaster.

b. Foreign government-owned aircraft for which a reciprocal use agreement exists. Foreign government aircraft needing to use an Army airfield within CONUS, Alaska, Hawaii, Bucholz and Wake AAFs must have an Army Aircraft Landing Authorization

Number (AALAN). (This category of use requires coordination and clearance with the Department of State and occasionally DCSINT. The USAASA will process the required clearance and provide an AALAN. **See chapter 16 for foreign aircraft use of Army airfield AALAN procedures.) Foreign civil aircraft will be considered on a case-by-case basis.

15-15. Policy for issuing Limited-term user permits

The appropriate approving authority specified in Table 15-1 may authorize limited-term use of an Army Airfield(s) by completing the reverse side of the DD Form 2401. (*see para 16-4.) Approval of a Civil Aircraft Landing Permit at the Army or MACOM level does not guarantee an aircraft will always have access to an Army airfield listed on the permit. The pilot is required to coordinate with the airfield to obtain prior permission each time the pilot needs to use an airfield. The airfield command may have operations or classified missions occurring which may not be compatible with use of the airfield. The Airfield Commander is normally the final authority on use of an airfield even after a CALP has been issued; and, occasionally the pilot may not receive an explanation as to why use has been denied. An approved civil aircraft landing permit at the Army or MACOM level indicates that a certificate of insurance and a completed hold harmless agreement are on file with the approving authority.

a. Table 15-1 specific categories of applicants that may be considered eligible to use AAF/AHPs.

b. Prospective users must submit--

(1) A completed DD Form 2400, DD Form 2401, and DD Form 2402.

(2) Other information as required by table 15-1, with the above forms.

(3) A special request when the user is from a foreign country if additional information is required. The approving authority may request additional information to ensure security, safety, or international health or customs processing.

c. Except as noted in para 17-6, information required of limited-term users will be submitted prior to the intended landing. On a case by case basis, and only for compelling circumstances, installation commanders, at their discretion and IAW Table 15-1 may accept and approve a Civil Aircraft Landing Permit submitted by facsimile or other electronic means. Foreign users must submit requests in sufficient time to allow for required coordination with DCSINT, Department of State, and other principals as necessary.

d. The Army agency receiving the forms cited in b (1) above will forward them to the appropriate approval authority as shown in Table 15-1.

e. The approving authority will consider the factors in paragraph 15-1 and (1) through (8) below in deciding whether to approve the request.

(1) Current and programmed military activities at the installation.

(2) Detraction from the ability to perform mission.

(3) Runway, taxiway, and other airfield facilities.

(4) Availability of supplies and maintenance services.

(5) Volume and type of aircraft traffic.

(6) Crash/rescue equipment and protection.

(7) Overall security.

(8) Other criteria on a case-by-case basis.

f. Operators who require services beyond landing and takeoff must obtain the local airfield commander's approval.

g. The duration of a civil aircraft landing permit is normally based on the expiration date of the aircraft insurance but shall not be more than one year from the date issued when no expiration date appears on the insurance certificate. The duration may also be for a specific date or dates of an event.

Note: Some insurance certificates state "Until Canceled."

15-16. Limited Use Requirements

a. It is Army policy to permit civil aviation access to Army airfields at the discretion of the commander, provided:

(1) Use is requested in advance by an individual; a company representative; or a representative of a Local, State, Federal or Foreign government agency. Use is requested using DD Form 2401. The DD form 2401 normally should be on file with the approving authority prior to use.

Note: The installation may permit the aircraft to complete the DD 2400 series of forms after the first landing.

(2) Use will not keep the Army from carrying out its current and future mission.

(3) Air safety will not be degraded.

(4) Security will not be compromised.

(5) The AAF/AHP will be able to support the proposed operation.

(6) The insurance coverage required by this regulation are in effect during any operation, parking, or storage on an Army installation as evidenced by a completed DD Form 2400.

(7) A completed Civil Aircraft Hold Harmless Agreement, DD Form 2402, is on file (or completed immediately after landing) with/by the approving authority.

(8) Approval is received from the "Lowest Level of Approving Authority" specified in Table 15-1.

(9) Access is authorized by the Installation Commander or designated local installation approving authority (Airfield Commander, Operations Officer, etc.).

Note: Receipt of a Civil Aircraft Landing Permit from the DA or MACOM level approving authority does not normally negate the local commander's authority to deny access.

b. User requests or proposals

Each user request or proposal will be considered; however, Army and other DOD requirements will take precedence over use of AAF/AHPs by others. User requests shall be submitted on DD Form 2401 with attached DD Form 2400 and 2402 and completed IAW instructions contained in the following paragraphs. Non military mission and civil aircraft will be denied access to Army Airfields when such use is--

(1) In competition with civil airports.

(2) For private enterprise that promotes, benefits, or favors a commercial venture, except as allowed by this regulation.

(3) For transient aircraft servicing.

(4) For customs handling purposes.

15-17. DD Form 2401 (Civil Aircraft Landing Permit)

A DD Form 2401 can be issued by the appropriate approving authority when a request for landing meets the requirements of this regulation. The requesting user completes the front side of DD Form 2401. The approving authority completes the reverse side of DD Form 2401.

a. The form is completed as follows:

(1) Block 1a - Individual or Company Name

Block 1b - Not Used.

Block 1c - Self-Explanatory

Note: The CALP will be mailed to address provided in this block.

(2) Block 2 - List the individual airfields of desired use by name, or request a group of airfields. Group Examples: "All Army Airfields CONUS"; "All FORSCOM airfields CONUS"; "All Army Airfields ALASKA".

(3) Block 3 - Self-Explanatory

(4) Block 4 - If the requester is conducting business in support of a government contract, list the contract number. Companies which support many government contracts may state "In support of Government contracts". If the requester is active duty or retired, provide rank, service number, and the statement "To participate in (retired) military activities or benefits"...or words to that effect. Others, be as specific as possible to justify use.

(5) Block 5 - Self-Explanatory. Companies with large fleets may state "All insured aircraft owned and operated by (Company Name)" if a similar statement is recorded on the DD form 2400 Certificate of Insurance.

(6) Block 6a - Self-Explanatory

Block 6b - Military (Retired) Pay Grade or Company Title.

Block 6c - Self-Explanatory

Block 6d - An ORIGINAL SIGNATURE is required.

Block 6e - Date as year, month, day using numbers. i.e. 930312 (March 12, 1993).

(7) Section II is completed by the approving authority.

(8) Block 7 - The to date is normally the date listed on the DD 2400 block 4c. If more than one DD form 2400 is submitted, the expiration date will be the earliest date contained in block 4c of any of the DD forms 2400 submitted. If block 4c of the DD form 2400 states "Until Canceled", the expiration date entered in block 7 will not exceed one year from the date the DD Form 2401 is issued. The expiration of the Civil Aircraft Landing Permit is considered by the Army to expire at 0001 hours on the date the insurance expires.

(9) Block 8 - May be "As Required", a range of dates, or a single date, at the discretion of the approving authority.

(10) Block 9 - The identification number shall be a three letter location identifier - the two number category obtained from table 15-1 - two digit number for the calendar year in which the permit was issued - and a three digit sequence number of the approving authority. Example: ASA-01-93-007. ASA is the US Army Aeronautical Services Agency location identifier; 01 is category 1 U.S. or Foreign contractor subcontractor obtained from AR 95-2 table 15-1; 93 is the calendar year for 1993; and, 007 is the 7th permit issued by USAASA in the 1993 calendar year.

(11) Block 10 - Not Used

(12) Block 11a - The date from block 1 of the DD Form 2400.

Block 11b - The date from block 4 on the DD Form 2402.

(13) Block 12 - Self-Explanatory

(14) Block 13 - Self-Explanatory. Landing fees may be charged at any Army airfield.

(15) Block 14 - Self-Explanatory.

b. A MACOM may issue a DD Form 2401 authorizing operations at more than one AAF/AHP provided the MACOM has jurisdiction over all of the AAF/AHPs involved.

c. The original of the approved/disapproved form will be returned to the requester; a copy of the approved/disapproved form will be kept on file at the approving authority; and a copy of approved forms will be sent to USAASA, ATTN: AIRSPACE DIVISION, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

15-18. DD Form 2400 Civil Aircraft Certificate of Insurance

DD Form 2400 Civil Aircraft Certificate of Insurance is completed by the requester's insurance company and normally sent directly from the insurance company to USAASA, ATTN: AIRSPACE DIVISION, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582. If the insurance company has sent originals to the insured, the insured may submit a DD Form 2400 containing an original signature.

a. The form is completed as follows:

(1) Block 1 - The date is entered by Year, Month, and Day (YYMMDD) as two digits each. Example 930704 is July 4, 1993.

(2) Block 2a - Name of the insurance company.

Block 2b - Insurer's Address.

(3) Block 3a - Name of the insured person or company.

Block 3b - Insured's address.

(4) Block 4 - Self-Explanatory. Date shall be in YYMMDD format.

Block 4e - List all tail numbers or may contain a statement "All aircraft owned and operated by (Insured)"

(5) Blocks 5-7 - Specifies the insurance coverage provided.

(6) Block 9 - Self-Explanatory. Requires an original signature.

b. A Civil Aircraft Landing Permit shall not be approved unless the minimum insurance coverage contained in table 17-1 is met or exceeded and denoted on the submitted DD Form 2400.

15-19. DD Form 2402 Civil Aircraft Hold Harmless Agreement

The DD Form 2402 with original signatures is the only acceptable form of a hold harmless agreement authorized for use in issuing a Civil Aircraft Landing Permit. Other forms of hold harmless agreements are NOT acceptable and are grounds for denial of use. The form is self-explanatory. Individuals only need to complete items 2b and 4; corporations and companies must complete the entire form. Corporations or companies which only have one corporate officer are required to have their position verified by a Notary Public.

15-20. Identification numbers

Approving officials named in table 15-1 will develop an identification number for Limited joint use that will identify the approving authority location, the type operation approved using Table 15-1, the year the request was approved, and the sequence number of the approval. The identification number will be recorded in the appropriate block of DD Form 2401 (Civil Aircraft Landing Permit). Instructions for developing identification numbers are in paragraph 15-16 a(10). The identification number will be placed in the appropriate block of DD Form 2401.

15-21. Suspension, termination, and renewal of Civil Aircraft Landing Permits

a. The Army reserves the right to suspend or terminate a Civil Aircraft Landing Permit when--

(1) Use is inconsistent with national defense.

(2) A user is not operating in accordance with agreed to procedures or approved purposes.

(3) It is in the best interest of the Army, DOD or the U.S. Government.

b. A Civil Aircraft Landing Permit is terminated when a user's liability insurance is canceled or expires.

Note: When the approving authority is notified that liability insurance is canceled or coverage falls below the minimum required by table 17-1, the Civil Aircraft Landing Permit is terminated and revoked. If the insurance is reinstated, a new Civil Aircraft Landing Permit must be requested.

c. Civil Aircraft Landing Permits are not renewable. The non-renewable policy is required to keep information up-to-date in the event of an aircraft accident.

15-22. Extended-term joint use

Installation and Airfield commanders will consider the criteria contained in appendix C when responding to extended-term joint use requests. Extended joint use can vary in the amount of access authorized to civil aircraft. Extended joint use can be as restrictive as a letter of agreement (LOA) between an operator and the installation allowing specific aircraft to use an airfield; up to, a formal contractual process which requires the Corps of Engineers to process and enact real property agreement(s) allowing any civil aircraft to use the airfield. The time duration of joint use is not a specific factor for "Extended." The requirement for this type of joint use is a formal lease or agreement instrument normally involving the use of airfield or aviation assets beyond landing, takeoff, and parking.

15-23. Extended-term users

Extended-term users are individuals or companies whose operational requirements can only be accommodated through a Letter of Agreement, license, lease, or outgrant agreement negotiated between the appropriate Army agency and the aircraft operator.

- a. LOAs may be used to accommodate those operators making frequent landings at an AAF/AHP over a period of time and requiring limited use of airfield facilities. Normally no permanent change is made to the airfield.

- b. Operators who make more extensive use of AAF/AHPs are required to negotiate a license, lease, or outgrant with the appropriate facility/district engineer office. Examples of such use include those operators who require facilities for parking, maintenance, terminal and passenger operations in existing buildings, and other extensive facility use such as an

airline company providing service to an installation for the benefit of soldiers and their families.

c. Formal Joint Use, a form of extended-term joint use which is the least restrictive type of joint use for civil operators; and involves cooperation between a government entity and the Army for joint use of an airfield. In most cases, the airfield is open to all civil traffic. (When the airfield is open to all civil traffic, the Federal Aviation Administration MAY make Aviation Trust Fund funds available for airport projects.) Contracts are established for maintenance of the facilities. After construction plan approval by the Army, construction of additional airfield facilities potentially could occur.

d. Requests for all types of extended-term joint use will be coordinated with the appropriate DARR and then submitted through the MACOM to the Commander, USAASA, for review of the operational feasibility of the proposed operation. If the request is operationally feasible, it will be forwarded by Commander, USAASA to ASA (I&E) for further action.

15-24. General Formal Joint Use Policy

Formal joint use is a contract/agreement between the Department of the Army and a government entity eligible to sponsor a public airport. Formal joint use will be considered by the Army when it does not compromise military response, security, readiness, or safety. Figure 15-1 is a format which may be used by a government entity to request/propose joint use. In most cases, formal joint use places fewer restrictions on the civil aircraft users than other forms of joint use, and the Army airfield is close to being synonymous with being a public use airfield. When formal joint use is approved, a part or all of the airfield land and

facilities may be turned over to the government entity and contracting parties for exclusive use, subject to the terms and conditions of any lease, outgrant, LOA, or any other document in force between the Army and the parties concerned.

a. Requests/proposals for formal joint use are usually negotiated between the installation/airfield command and a local community government agent (but may be negotiated with any sponsor eligible to conduct fixed based operations at the particular AAF). Proposals will only be considered when received from a sponsor eligible to sponsor a public airport.

(1) Proposals should be coordinated with the appropriate DARR and submitted through channels to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

(2) The Commander, USAASA, will ensure that all appropriate principals are provided a copy of the proposal. Each principal will consider the criteria in appendix C, to determine the feasibility and extent of joint use to be permitted.

b. After the request/proposal/concept plan has been approved by ASA I&E, the Corps of Engineers/installation/airfield command begins negotiations with the sponsor. All outgrants, leases, or licenses involving Army airfield assets will be coordinated with the appropriate DARR (or the Commander USAASDE or EUSA ATS Office, Korea). A lease or outgrant will be negotiated between the appropriate district engineer office and the sponsor, for a period not to exceed 25 years, with renewable clauses every 5 years (if desired). The document will detail the type of operations proposed and those procedures, restrictions, limitations, responsibilities, and requirements of each party.

c. Should an EA or EIS be needed, the Army will be the lead agency. The EA or EIS will be prepared according to Arkansas 200-1, AR 200-2, and other required documents. The cost, in most cases, will be borne by the Government entity sponsoring the proposal. (For help, write HQDA (DAEN-ZCE), WASH DC 20310-2600).

15-25. Formal Joint Use Process

The ASA I&E retains approval authority of Joint Use to insure civil oversight as required by law. Formal joint use is an ASA I&E two part process. In brief:

a. Part 1.

(1) A potential user makes a request to the Airfield Commander of the airfield to be used. The request should contain a brief concept plan of intended use.

(2) The Airfield Commander forwards the concept plan and request along with a recommendation to the Installation Commander.

(3) The installation Commander forwards the concept plan and request along with recommendations to the MACOM.

(4) The MACOM forwards the concept plan and request along with recommendations to Commander, USAASA.

(5) USAASA forwards the concept plan and request along with recommendations to DASA-I&E.

(6) DASA-I&E will approve/disapprove the concept plan.

b. Part 2.

(1) If approved DASA-I&E will notify the Corps of Engineers, installation and airfield commanders, to begin negotiations with the requesting sponsor for the real estate actions and other agreements necessary to complete the joint use action.

(2) DASA-I&E will also notify the requester of the approval/disapproval.

(3) Approval authority of the final contracts, leases, or outgrants will be retained by ASA-I&E for the formal signing of the documents. (ASA I&E may waive this requirement.)

15-26. Commencement of Joint Use Operations

Following the award of formal joint use or extended term joint use agreements or contracts by ASA I&E approval, civil operations may begin. Civil ramp operations are normally segregated from military operations on an airfield. Example: Civil aircraft are parked/serviced on their own ramp or clearly defined segregated portion of a ramp. Civil base operations are managed independently except the operator/sponsor will ensure compliance with terms and conditions established by the Army for such operations.

a. Essential Army and DOD traffic will normally receive priority over other traffic except for emergencies.

b. Civil and other nonexempt aircraft are not required to obtain a DD Form 2401 or "Prior Permission Required" (PPR) unless specifically required by the terms and conditions established in approving the formal joint use documents.

c. The sponsor/operator will be held accountable for any liability resulting from civil operations at an AAF/AHP.

15-27. Suspension or termination of joint use

The Army reserves the right to suspend or terminate joint use of an AAF/AHP when--

- a. Such use is inconsistent with national defense.
- b. A user's liability insurance is canceled or expires.
- c. A user is not operating in accordance with agreed to procedures or approved purposes.
- d. It is in the best interest of the Army, DOD or the U.S. Government.

15-28. Extension or Renewal of Joint Use

Negotiation for extension or renewal of a Joint use document is the responsibility of the joint use sponsor. Negotiations of the joint use extension or renewal should begin a minimum of one year prior to the end of lease or at a time to allow for completion of the extension or renewal of contract process.

15-29. Prior User Agreements or Leases

Joint use agreements, user agreements, leases, or similar instruments relating to joint use of an Army airfield in effect before publication of this regulation will remain in force until they expire or are canceled. At that time, any new agreements will be governed by this regulation.

SUBJECT: Request For Civil/Military Joint Use of (Name of AAF),
(Name of Army Installation) with (City and State)

THRU: (Installation Commander)

THRU: (MACOM)

TO: Commander, U.S. Army Aeronautical Services Agency

ATTN: Airspace Support Division

9325 Gunston Road, Suite N319

Fort Belvoir, VA 22060-5582.

1. The (name of the sponsor) requests approval of the basic concept plan to negotiate for Civil/Military joint use of (name of AAF).
2. Use of the AAF will be (reason request is being submitted).
3. Type of operation will be (whether use is for general aviation, commercial aviation, both, or other).
4. The type and number of aircraft to be located on the AAF.
5. Other facilities required included (facilities needed such as parking, hangar and terminal space, and land).
6. Services that will be required from the Army include: (list the services the FBO requires of the Army, such as; fuel storage, pipeline use, maintenance, and air traffic control).
7. The aviation forecast of the conceived operations is ... (Provide an estimate of the civil aviation activities at the beginning of joint use; and, an estimate of potential activity growth for the requested lease period.)
8. Additional information: (other information or justification which applies).

***Figure 15-1 Sample format for Joint Use proposal**

Table 15-1

Short-term users

Category: 1. U.S. or Foreign contractor or subcontractor not included as an exempt user.

Lowest level of approving authority: Installation commander

User requirement responsibility: Authorized to operate corporation, personal, or leased aircraft when fulfilling the terms of a U.S. Government contract or when conducting other Government business. Must provide (1) the contract number (2) a brief description of the work being done, and (3) the name, telephone number, and address of the government contracting officer. (For exclusive contract see para 15-13.)(See notes 1 and 3.)

Category: 2. Product Displays or Demonstrations

Lowest level of approving authority: Installation commander

User requirement responsibility: Must be a contractual provision of fulfilling a request by a Government representative who has a procurement interest and authorization or certification responsibilities; or, a written invitation from the installation commander requesting the demonstration or display. DD Form 2401 should contain name, address, and telephone number of the requesting Government (contracting) officer (For exclusive contract, see para 15-13.) (See note 1.)

Category: 3. Active duty U.S. military personnel including- active duty National Guard, Reserve, or ROTC.

Lowest level of approving authority: Installation commander

User requirement responsibility: May be personally owned or leased aircraft. Access to the installation must be to take part in authorized military functions, drills, or when on TDY.

Must show military identification upon request. National Guard, Reserve, and ROTC must be on active

duty or arriving for a drill; and, provide unit commander's endorsement or TDY orders. (see notes 1, 2, and 3.)

Category: 4. Federal Civilian Employees.

Lowest level of approving authority: Installation commander

User requirement responsibility: May be personally owned or leased aircraft. Use must be to take part in official government business, attend authorized military functions, or when on TDY. Provide TDY orders or other official papers certifying requirement to use the AAF/AHP. (See notes 1,2, and 3.)

Category: 5. Retired U.S. Military

Lowest level of approving authority: Installation commander

User requirement responsibility: Use is to participate in activities which are authorized to retired military members, such as commissary, medical treatment, etc. Includes Regular or Reserve personnel entitled to retired pay. Provide a copy of retirement orders or other authorized means of identification. (See note 1, 2, and 3.)

Category: 6. News media

Lowest level of approving authority: Installation commander

User requirement responsibility: Pertains to when the news media representatives are gathering information about a U.S. Government operation or event. Will be authorized on a

case-by-case basis when other modes of transportation will preclude meeting a publication schedule or when in the best interest of the U.S. Army. Does not automatically authorize access to restricted or special use airspace. Provide proper news media credentials.

(See notes 1, 2, and 3.)

Category: 7. Member of Congress or heads of Federal departments or agencies.

Lowest level of approving authority: MACOM commander

User requirement responsibility: Pertains to aircraft either owned or personally chartered for members of Congress and heads of U.S. Federal departments or agencies other than the President or Vice President. Any request received from or for members of Congress must be reported to the Chief of Legislative Liaison in accordance with AR 1-20. Use must be official Government business and nonpolitically oriented. Proper identification must be presented as required. (See notes 1,2, and 3.)

Category: 8. Civil fly-ins (Not a flying event airshow)

Lowest level of approving authority: Installation commander

User requirement responsibility: Pertains to civilian aircraft invited to participate in any Army installation-sponsored aircraft static display activity being held at an Army installation/AAF. This also includes those non aviation activities sponsored by local communities or groups and hosted by an Army installation at which the guests may arrive by aircraft. Applies only during the period of event. (See notes 1,2, and 3.)

Category: 9. Weather alternate

Lowest level of approving authority: Commander, USAASA

User requirement responsibility: Designated AAFs may be used by scheduled air carriers when unforecast weather conditions require a change from the original destination while in flight. Show on the flight plan and in the request for approval the AAF requested for use as a weather alternate. (See notes 1 and 2.)

Category: 10. Major Political Candidates.

Lowest level of approving authority: Commander, USAASA

User requirement responsibility: Pertains to aircraft owned or chartered explicitly for a U.S. presidential candidate. Includes not more than one accompanying news media aircraft.

The candidate must be one who is being provided Secret Service protection. All flight operations involving AAFs must be coordinated with the Commander, U.S. Army

Aeronautical Service Agency, ATTN: Airspace Support Division, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582 (telephone numbers listed in the U.S. Army

Flight Information Bulletin). Changes in schedule after normal duty hours must be reported to the Army Operations Center, WASH DC 30210. Fuel may be sold on credit in

accordance with AR 70-12. Candidate's identification must be confirmed and Secret Service Security requirements must be satisfied. (See notes 1,2, and 3.)

Category: 11. Foreign Aircraft Operations.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Worldwide - Pertains to foreign civil aircraft; or, foreign government aircraft operating in a commercial mode. U.S. Laws concerning, "U.S.

defense articles and services transferred to foreign governments or individuals" must be considered. AAFs may be authorized as weather alternate for foreign aircraft in certain instances. Extra time is needed prior to intended use date to coordinate with the U.S. State Department, FAA, and DCSINT (para 16-3.) Authorization to land at an AAF does not take the place of, or constitute, a diplomatic overflight clearance. Must have an AALAN. (See notes 1,2, and 3.)

Category: 12. Miscellaneous

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Other categories of users may be considered on a case-by-case basis. Examples include special circumstances or needs of any U.S. civilian, commercial development testing at Army facilities, commercial charters, scheduled air service, and private nonrevenue flights that have a desire to use an Army airfield. Provide any agreements or documents indicating justification for landing. (See notes 1,2, 3, and 4.)

Category: 13. CRAF Program Participating Aircraft

Lowest level of approving authority: Commander, USAASA.

Aircraft participating in the Civil Reserve Air Fleet (CRAF) program and authorized by contract to use Army Airfields as an alternate airport. (See Notes 1, 2, and 3.)

Notes:

1. DD Form 2400 (Civil Aircraft Certificate of Insurance), DD Form 2401, and DD Form 2402 (Civil Aircraft Hold Harmless Agreement), must be provided to the appropriate

approving authority by the potential user. This information is used in determining whether or not to approve the request.

2. Landing fees are chargeable but may be waived by the approving authority in the best interest of the Army. (see para 17-4.)

3. Prior permission to land at the destination AAF may be required by the AAF commander even though the operator has an approved DD Form 2401.

4. USAREUR MACOM Commander has approval authority for USAREUR Army Airfields.

Chapter 16

Authorized Use of Army Airfields, Heliports/pads, and Landing Areas

Foreign Owned and Operated Aircraft

16-1. Authorization to Land Foreign Owned and Operated Aircraft at AAFs

All foreign aircraft operators desiring to land on an Army installation in the United States must obtain an Army Aircraft Landing Authorization Number (AALAN) issued by the US Army.

a. Foreign aircraft shall not be permitted to land at an Army installation within the United States, its territories, or Bucholz AAF unless an AALAN has been coordinated with the airfield of intended landing, DAMI-FL (when necessary), the State Department, and the Commander, USAASA.

b. At OCONUS locations, foreign owned and operated military aircraft must comply with in-country Army command requirements. All diplomatic flights desiring to use an Army airfield/heliport shall be coordinated with Commander, USAASA for State Department approval.

c. At OCONUS locations, it is not U.S. Army intent to normally permit civil foreign aircraft to utilize U.S. Army airfields. Exception to policy requests for foreign civil aircraft to utilize Army airfields should be staffed through MACOMs with recommendations to the Commander, USAASA.

16-2. Procedures to obtain an AALAN

Prospective users will submit requests for landing authorization, to include the information required by paragraph 16-3b, as follows:

a. For flights requiring DAMI-FL approval and involving interaction of foreign personnel with Army elements, the request will be submitted via the respective foreign military attaché to HQDA (DAMI-FL), WASH DC 20310-1000 a minimum of 30 calendar days prior to the intended landing date. Requests of this nature may be submitted via the respective USDAO, but only if the country in question is not officially represented by a military attaché in Washington, DC.

b. For flights that do not require DAMI-FL approval and that involve the interaction of foreign personnel with Army organizations, the request may be submitted directly to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, Virginia 22060-5582 or to message address CDR, USAASA FORT BELVOIR VA\ATAS-AS\ four working days prior to the intended landing date.

c. Specific information required from the Embassy military attaché is:

- (1) Type of Aircraft.
- (2) Tail number (if known)
- (3) Call sign.
- (4) Name of Pilot.
- (5) Total number of personnel in crew.
- (6) Total number of passengers (also, identify VIP or special passengers and any honors or special requests).
- (7) Purpose of Trip.
- (8) Aircraft Itinerary. ETA, Location, and EDT for each stop. (Identify location of customs stop.)
- (9) Hazardous Cargo and number of weapons on board for each leg of flight.
- (10) Requirements for fuel or services at each stop.
- (11) Method of payment for fuel and services.
- (12) Additional remarks or special requirements such as hotel reservations or ground transportation requests.
- (13) Point of contact and telephone number.

16-3. Action addresses responsibilities

- a. For requests submitted in accordance with paragraph 16-2a, DAMI-FL will--
 - (1) Ensure that USAASA has received, or is promptly provided, a copy of the request.

(2) Process the request per procedures prescribed in AR 380-10 to include coordination with USAASA for action as prescribed in b(2) and (3) below and with other HQDA agencies as appropriate.

(3) Correlate results of coordination and render approval or disapproval notification to the requester and other concerned parties.

b. For requests submitted per paragraphs 16-2b and c, USAASA will--

(1) Review the request to ensure that approval by DAMI-FL is not required. If DAMI-FL approval is required, ensure a copy of the request is forwarded.

(2) Coordinate with the installation commander to determine whether the AAF is available and can accommodate the request.

(3) Contact the U.S. State Department, Politico-Military International Security Peacekeeping Operations, 2201 C Street, NW, Room 7428, Washington, DC 20520 to determine whether a diplomatic overflight clearance has been issued or is required.

(4) Correlate results of coordination and render approval or disapproval notification to the requester and other concerned parties.

(5) Notify the Embassy of the approval/disapproval.

16-4. Use of Army Airfields by foreign Aircraft for classified missions

The agency responsible for the classified activity requiring the use of an Army airfield by foreign aircraft shall coordinate directly with the appropriate installation security officer and other essential need to know personnel, to ensure the airfield can support the mission. The agency responsible for the classified activity shall obtain approval from the U.S. State Department, Politico-Military International Security Operations, 2201 C Street, NW, Room

7428, Washington, DC 20520 so the aircraft can enter the country. Other coordination may be required with DAMI, NORAD, and the DOT. In most cases, Commander, USAASA can provide assistance to units coordinating classified operations without being briefed on the classified specifics.

Section II

Civil Reserve Air Fleet (CRAF) Carrier Commercial Access to Military Installations (CAMI) for Non-DoD Operations

16-5. Policy

It is Army policy:

a. Where operationally feasible, to permit CRAF) carriers the use of Army installations as weather alternates, as technical stops not involving the enplaning or deplaning of passengers or cargo, or in the case of an installation within the United States, for other commercial purposes as stated in DODI 4500.55. Other commercial purposes could involve the enplaning or deplaning of passengers or cargo, but shall not involve international operations. Use of Army installations on foreign soil as weather alternates or for technical stops shall be subject to the terms of individual installation basing rights and other agreements with the host nations. The use of military installations in U.S. territories and possessions will continue to be covered by existing arrangements.

b. Army personnel shall not solicit companies or individuals for the CRAF/CAMI) use of Army airfields.

c. To the maximum extent possible, and within the provisions of the law, funds generated through--user fees, real estate instruments, percentage of profit from the commercial entity generated on the installation, etc., be provided to the servicing installation and be available for obligation during the same period of availability that was applicable to the financing appropriation.

d. Initial requests received directly from CRAF carriers for the use of an Army installation will be forwarded to the CINC, USTRANSCOM.

16-6. Responsibilities

Assistant Secretary of the Army, Installations, Logistics, and Environment (ASA I&E)

ASA I&E has general Secretariat oversight of AAF utilization.

a. ASA I&E has final authority over a CRAF CAMI's concept request (carrier's proposal) for use of an installation's airfield prior to authorizing the Secretary of the Air Force the authority granted under 10 USC Section 9513.

b. ASA I&E will direct the COE to enter real property negotiations after approving the concept plan.

c. ASA I&E may retain final approval authority over the negotiated final agreements/lease/license.

16-7. Chief of Engineers (COE)

Following ASA I&E approval of the concept plan, the COE will negotiate and issue an outgrant, lease, or license in accordance with AR 405-80 for the use of land, buildings, and other facilities at AAFs. The COE shall request technical assistance from the Commander, United States Army Aeronautical Services Agency, during the negotiations and lease drafting process to ensure Army and Federal Aviation Administration requirements are protected. Within the contract documentation for use, the COE shall:

- a. Provide the Army and the FAA the authority to inspect civil operations at Army airfields to ensure compliance with applicable Federal laws and Army regulations.
- b. Stipulate within the outgrant, lease, or license that:
 - (1) In addition to requirements specified in AR 405-80, use may be suspended or canceled for noncompliance with applicable Federal laws or Army regulations.
 - (2) The Army reserves the right to suspend or terminate use of an AAF when--
 - (a) Such use is inconsistent with national defense.
 - (b) A user's liability insurance is canceled or expires.
 - (c) A user is not operating in accordance with agreed to procedures or approved purposes.
 - (d) It is in the best interest of the Army, DOD, or the U.S. Government.

16-8 Commander, USAASA

In addition to paragraph 1-8, the Commander USAASA serves as the executive agent for the DCSOPS on:

- a. Ensuring the development, coordination, and implementation of plans, policies, and procedures pertaining to use of AAFs by other than DOD aircraft.

b. Providing guidance and assistance to MACOMs, installation commanders, and AAF commanders on matters pertaining to CRAF CAMI use.

c. Providing COE with technical assistance during the negotiations and lease drafting process to ensure Army and Federal Aviation Administration requirements are protected.

16-9. Installations Commanders

Commanders of installations with AAFs or other installation landing areas:

a. Forward all requests that require higher level approval through channels to the appropriate approving authority with a recommendation.

b. Continually review all user operations to ensure compatibility with the installation, DA, and DOD missions.

16-10. Army Airfield Commanders

The commander of an AAF where CRAF CAMI operation has been approved will--

a. Control the administration and security of civil aircraft and passengers while they are on the airfield.

b. Require users to schedule or modify their operations to keep from interfering with military activities when desired.

c. Cooperate with customs, immigration, health, and other appropriate public officials regarding aircraft arrival and departure screening.

d. Submit the following completed documents to the Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace Support Division, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582:

(1) Letter of Agreements dealing with civil use.

(2) Lease agreements associated with CRAF CAMI use.

e. Ensure that specific operational procedures contained in FM 1-300, pertaining to civil aircraft operations, are implemented.

Chapter 17

User Information

Section I

Insurance and Fees

17-1. Insurance requirements

The joint use operator or sponsor; and, each aircraft owner or operator; and, those categories of other operators which are required to have a certificate of insurance; shall, when operating at an AAF, provide a DD Form 2400 completed by an insurance company representative. A DD Form 2400 containing an original signature must be sent to the appropriate approving authority. Government entities sponsoring joint use may provide a declaration of self insurance liability in amounts equal or greater to the amounts specified in table 17-1 for joint use operators.

Note: All DOD and other Federally owned aircraft are covered by the Federal Government.

a. The amount of insurance carried will equal or exceed the minimum requirements shown in table 17-1. All policies must be current during the time the AAF is used. When

insurance or liability lapses for any reason, the associated civil use of the airfield shall cease and the associated civil aircraft landing permit is void.

b. Each user's policy will provide for the following:

(1) The insurer waives any right of subrogation that the insurer may have against the United States by reason of any payment made under the policy for injury, death, or property damage that might rise out of, or in connection with, the Insured's use of any AAF.

(2) The insurance afforded by the policy applies to the liability assumed by the insured under DD Form 2400, for the LOA, lease, license, or outgrant as negotiated.

(3) The insurer will send written notice of any intended cancellation for reduction of coverage at least 30 days before the effective date of such action. The policy must reflect this requirement.

c. Airshow sponsors shall maintain a \$5 million liability insurance policy in force from the time the show begins setup through the end of clean-up operations.

17-2. Fees

Fees for landing, parking, and storage are collectible at the time of use. All fees collected will be deposited with the finance and accounting officer (FAO) using DD Form 1131 (Cash Collection Voucher) as prescribed by DFAS-IN Regulation 37-1 . . Guidance and assistance may be obtained from the installation FAO.

a. The amount of the fees is based on the mean gross takeoff weight (MGTOW), the time the aircraft remains on the AAF, and the workload associated with the aircraft.

Example: The workload for an unapproved intentional landing is more than for an approved aircraft; therefore table 17-2 indicates a higher fee.

b. The installation commander will use table 17-2 to determine the amount due.

Table 17-1

Minimum aircraft liability coverage requirements for privately owned business or commercial aircraft (including passengers)

	A	B	C	D	E
			the minimum	the minimum	the minimum
	If the		for bodily	for property	liability for
Rule No.	MGTOW is	then for -	injury is	damage is	passengers is
1.	12,500 lbs	each person	\$100,000	-	\$100,000
2.	and under	each accident	\$300,000	\$100,000	\$100,000 x number of passenger seats.
3.	Over	each person	\$100,000	-	\$100,000
4.	12,500 pounds	each accident	\$1,000,000	\$1,000,000	\$100,000x75%x number of passenger seats.
5.	Joint Use sponsor must carry a minimum of \$5,000,000 insurance coverage.				
6.	Airshow sponsor must carry a minimum of \$5,000,000 insurance coverage.				

Table 17-2

Landing, parking, and storage fees

Authorized landing

U.S. and possessions	\$0.50 per 1000 pounds	\$20 minimum
Overseas	\$1.70 per 1000 pounds	\$30 minimum

Unauthorized landing

MGTOW up to 12,500 pounds	\$200
MGTOW 12,500 through 39,999	\$500
MGTOW 40,000 pounds and over	\$1000

Parking on ramp

Up to 6 hours	no charge
After 6 hours and for	\$15 per aircraft through 12,499 MGTOW
Each 24 hour period	\$30 Per aircraft 12,500 through 39,999 MGTOW
or fraction thereof	\$60 per aircraft 40,000 MGTOW and above

Storage in hangar

For each 24-hour	\$30 per aircraft through 12,4000 MGTOW
period and	\$60 per aircraft 12,500 through 39,999 MGTOW
fraction thereof	\$120 per aircraft 40,000 MGTOW and above

17-3. Exemption from fees

Landing, parking and storage fees will not be collected for aircraft when--

- a. Aircraft are operated by the following:
 - (1) Active duty, U.S. military, or DOD civilian personnel on official business.
 - (2) CAP or USCG auxiliary personnel with official orders.
 - (3) National Guard, Reserve, or Reserve Officers' Training Corps members with official orders.
 - (4) Members of military flying clubs or operators of other aircraft operating in accordance with military flying club regulations and procedures.
- b. Operated in support of official U.S. Government business or for any use for which the U.S. Government is responsible for payment.
- c. Operated under a contract for the U.S. Government.
- d. Foreign government-owned, when a reciprocal agreement exists between the United States and the foreign government.
- e. Aircraft are conducting a diplomatic operation. Foreign civil aircraft chartered for use by foreign head of state on official state visits.
- f. Commercial carriers chartered by multinational organizations with which the United States has signed a support agreement.
- g. Otherwise exempt from this regulation or waived by proper authority.

17-4. Waiver of fees

The installation commander or designee may waive the collection of landing, parking, and storage fees when in the best interests of the Government. (Examples include public relations or when collection of the fee would cost more than the amount of the fee)

collected.) There are times it may be necessary to collect fees to avoid litigation associated with unfair competition issues.

Section II

Landing and Services

17-5. Approved landings

a. In most cases, the installation commanders and their designated representatives are the final authority concerning which aircraft are authorized to use their airfield.

b. It is Army policy to permit the other DOD services to use Army airfields whenever possible.

17-6. Unapproved landings

Unapproved landings are those for which prior approval has not been given. They fall into categories shown in a through c below. Table 17-3 provides additional information on required actions for unapproved landings.

a. Emergency landings. Any aircraft operator who experiences an in-flight emergency may land at any AAF without prior approval.

The following will apply:

(1) The Army will use any method or means necessary to clear aircraft or wreckage from the runway to keep it from interfering with essential Army operations. Removal will be accomplished in a manner that will minimize additional damage to the aircraft.

(2) The aircraft owner or operator will not be charged a landing fee but will pay all related costs for labor, material, parts, use of equipment, tools, and so forth; including but not limited to--

- (a) Spreading foam on the runway.
- (b) Damage to runways, lighting, NAVAIDs, and other facilities.
- (c) Rescue, crash, and fire control.
- (d) Movement and storage of aircraft or wreckage.
- (e) Aircraft repairs.
- (f) Fuel.

b. Inadvertent landings. An inadvertent landing is one where the aircraft operator has landed due to flight disorientation or has mistaken the AAF for a civil or an authorized airport. Normal landing fees may be charged for this unapproved landing. Any subsequent landing will be assessed and processed as an intentional unapproved landing (See c below.) If the inadvertent landing was made by a student pilot, the disoriented student pilot's instructor shall be summoned to fly the aircraft off of the Army airfield. Normal landing fees may be charged for this unapproved landing. Any subsequent landing will be assessed and processed as an intentional unapproved landing.

c. Intentional unapproved landings. Intentional unapproved landings are those made at AAFs by operators not in an exempt category and who have not obtained prior approval; and not make an emergency or inadvertent landing.

(1) The airfield commander will classify a landing as intentional unapproved when the civil aircraft operator has--

(a) Landed without prior approval or does not have an approved DD Form 2401 on board the aircraft.

(b) Landed for a purpose not approved on DD Form 2401.

(c) Landed in an aircraft not listed on the approved DD Form 2401.

(d) Landed in an uninsured aircraft.

(e) Landed after being told via radio communications not to land on the airfield or installation.

(2) The airfield commander will charge the unapproved landing fees for landings of this type.

(3) Operators who make repeated intentional unapproved landings may have their aircraft detained at the installation until the unapproved landing has been reported to the FAA General Aviation District Office or Flight Standards District Office and USAASA, and until other requirements of this regulation have been met. Repeated intentional unapproved landings will jeopardize future use of an AAF by that operator and may result in legal action being taken.

(4) Intentional unapproved landings with the perceived intent to cause harm. If in the opinion of an on site authority, the landing was a deliberate attempt to cause harm, compromise a security operation, or disrupt military operations, military police and/or federal law enforcement personnel shall be notified. Action may be initiated under USC Title 10, Title 32, and any other applicable laws.

Table 17-3

Responsibilities related to unapproved landings

Required action: Provide help for emergencies.

Responsible person: Installation commander

Required action: Inform the aircraft operator of his or her responsibility to report the incident to FAA.

Responsible person: Installation commander

Required action: Report the incident to the nearest FAA General Aviation District Office or Flight Standards District Office.

Responsible person: Installation commander

Required action: Explain why the unapproved landing took place. (A written record of the explanation will be kept on file.)

Responsible person: Aircraft operator

Required action: Prepare a report of landing by non-DOD aircraft and send a copy to the Commander, USAASA.

Responsible person: Installation commander

Required action: Complete and sign a DD Form 2402 prior to departure.

Responsible person: Aircraft operator

Required action: Provide information on insurance coverage.

Responsible person: Aircraft operator

Required action: Determine and collect cost or fees due U.S. Government.

Responsible person: Installation commander

Required action: Overseas, advise the nearest U.S. Defense Attaché Office (USDAO).

Responsible person: Installation commander

Note: Additional actions may be required.

17-7. Reporting unapproved landings

a. Table 17-3 lists actions that must be taken for an unapproved landing. Send reports of unapproved landings through channels as soon as possible, to the Commander, USAASA.

b. The aircraft operator must explain in writing to the installation commander why the landing occurred. The installation commander will send a copy of this report through channels to the Commander, USAASA.

c. In case of an accident, the installation commander will report the details through channels to the Commander, USAASA.

17-8. Fuel, services, and supplies

a. Those users who qualify under AR 710-2 may purchase Army fuel and oil on either a cash or credit basis.

b. Prices charged for fuel and other supplies will be as stated in DFAS-IN REGULATION 37-1 unless there is an agreement or contract that states otherwise.

c. Disposition of funds will be as stated in AR 710-2 and DFAS-IN REGULATION 37-1 (See NGB 37-108 for ARNG.)

d. Authorization and identification required for purchase will be as stated in AR 710-2. An identaplate is not a credit card.

Chapter 18

Airfield Management and FAR Part 139 Certification

18-1. Army airfields and heliports

Army airfields and heliports shall be operated and maintained to at least a minimum standard to meet Army force projection requirements; and, meet operational and training requirements. An FAA Exemption was granted to exempt the Department of Defense from the certification and operating requirements of Federal Aviation Regulation Part 139 pertaining to the issuance of FAA Airport Operation Certificates (AOC). Army airfields operating in accordance with DOD (Army) standards and procedures are considered to meet FAR Part 139 airport standards required for land airports serving certain air carriers.

18-2. The Installation Commander

The Installation Commander may retain direct command of Army airfields/heliports on the installation; or, appoint an Airfield Commander or airfield manager. Airfields/heliports will be managed IAW applicable Army and FAA publications.

18-3. Operation and Condition of Army Airfields and Heliports

The installation commander, and/or when appointed, the airfield commander is responsible for the operation and condition of the airfield(s) within the scope of the appointment. Army airfields shall be operated IAW Army Regulations, Army directives, and applicable Federal Laws and regulations. As a minimum, Army airfields and heliport shall be maintained to the standards specified by the Army Corps of Engineers and in a safe operational condition. Some Army airfields, because of user agreements, may be required to operate under, and be maintained to, the standards of Title 14 CFR Part 139 (FAR Part 139). Army airfields OCONUS are maintained to standards established by the Army Corps of Engineers for maintenance and repair; and, to FAA obstruction standards specified in FAR Part 77 when instrument approach procedures have been established.

18-4. Federal Aviation Regulation (FAR), Part 139

a. The FAA requires airports in any State, territory, or possession of the United States, serving FAA certified air carriers, to be certificated under FAR Part 139, unless--

(1) The airport has been certificated under the grant of exemption issued by FAA to DOD.

(2) The airfield serves as an authorized weather alternate for the air carrier.

(3) The air carrier is under an exclusive contract to an element of DOD and is landing at a DOD airfield. (Example: Air Force contract aircraft.)

(4) The air carrier is an air taxi operation that is excluded from FAR Part 139 requirements.

b. Airfields required to operate under FAR Part 139 shall maintain that airfield to the standards specified in FAR part 139.

18-5. Certification requests for AAFs

Initial or renewal requests for certification will--

- a. Verify that the conditions of FAR Part 139, or the grant of exemption are met.
- b. Contain a list of crash rescue and fire fighting equipment.
- c. Be forwarded through channels to Commander, USAASA, ATTN: AIRSPACE DIVISION, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582, at least 180 days before the date indicated for certification. Sufficient copies will be forwarded so that USAASA receives three copies.

18-6. Additional USAASA certification actions

USAASA will--

- a. Ensure that the request for certification is coordinated with the Army Staff and is submitted to the FAA.
- b. Monitor the FAA action and notify the AAF commander of approval or disapproval.

18-7. Inspection authority

The FAA or an Army authority may inspect a certificated airfield to see if it complies with the terms of FAR Part 139 or the grant of exemption. If the airfield fails the inspection, the certification may be revoked.

18-8. Airport condition reporting

a. Each certificate holder will provide for the collection and dissemination of airport condition information to air carriers.

b. In complying with Title 14, Code of Federal Regulation (CFR), Part 139.339, the certificate holder will use the NOTAM System and procedures acceptable to the administrator.

c. In complying with Title 14, Code of Federal Regulation (CFR), Part 139.339, the certificate holder will provide information on the following airport conditions that may affect the safe operation of air carriers.

(1) Construction and maintenance activity on movement areas, safety, or loading ramps or parking areas.

(2) Snow, ice, slush, or water on the movement area or loading ramps and parking areas.

(3) Snow piled or drifted on or near movement areas contrary to 139.309.

(4) Objects on the movement area or safety areas contrary to 139.309.

(5) Malfunction of any lighting system required by 139.311.

(6) Unresolved wildlife hazards as identified in accordance with 139.337.

(7) Non availability of any rescue and fire capability required in 139.317 and 139.319.

(8) Any other condition as specified in the airport certification manual or airport certification specifications, or which may otherwise adversely affect the safe operations of air carriers.

d. AR 95-10 and FAA advisory circulars in the 150 series contain standards and procedures for using the NOTAM system for dissemination of airport information which are acceptable to the FAA Administrator.

18-9. Airfield Security

a. The Airfield Commander is responsible for establishing an overall airfield security program.

b. As a minimum, airfields/heliports shall be posted as off limits restricted areas. Additional security measures may be required to ensure unauthorized personnel and/or vehicles do not create a security or safety hazard.

18-10. Non Aviation Use of Army Airfields

a. Non aviation use of Army airfields should be kept to a minimum.

b. When the installation commander determines an airfield is an essential location in order to conduct a special non aviation event, a NOTAM will be issued a minimum of 24 hours in advance closing the airfield for a specified time.

18-11. Movement Area Coordination

When an airfield has an operating control tower, access to the movement area shall be prior coordinated with the tower chief or ATC tower shift supervisor on duty. Unless the

airfield or specific areas of the movement area are NOTAMed closed, the movement area of an airfield is under the operational control of the operating control tower, and all access to the movement area shall be approved by the control tower.

18-12. Security of the Movement Area

Each airfield commander or airfield manager shall develop a security plan or SOP to prevent runway/landing area and movement area incursions. The security plan or SOP should consider the following:

- a. Control of access to each airfield area, including methods for preventing the entry of unauthorized persons and ground vehicles.
- b. Procedures for promptly detecting and taking action to control each penetration, or attempted penetration, of an airfield by a person whose entry is not authorized in accordance with the security plan or SOP.

18-13. Airshows

DOD instructions shall be followed. When authorized by DOD instruction, the airshows will be approved by the MACOM Commander. The installation shall coordinate with the DARR/CDR USAASDE/Eighth Army ATC Coordinator, as appropriate, to insure FAA/Host country involvement in show planning. Airshows are subject to FAA inspection to insure the public safety. The civil aircraft landing permit system may be used to protect Army interests, or the show management can obtain an airshow insurance policy to cover the event. General guidance regarding use of Army aviation resources at public events is outlined in AR 360-1.

Chapter 19

Boards, Commissions, and Committees--

Department of the U.S. Army Participation on the DOD Policy Board on Federal Aviation (PBFA)

Section I

General

19-1. Scope

Department of the U.S. Army participation on the DOD Policy Board on Federal Aviation and requirements for Federal coordination of domestic and international aviation matters are contained in DOD Directive 5030.19 and as described in this chapter. Participation does not apply to the NGB or the USAR. This chapter applies to the listed agencies:

a. Oversight of DOD interface with the Federal Aviation Administration, including NAS matters and Interagency Group on International Aviation are provided by:

(1) Principal -- Assistant Secretary of Defense (ASD/C3I).

(2) Alternate -- Assistant Secretary of Defense (ASD/P&L).

b. DOD Policy Board on Federal Aviation.

(1) Chairperson--Secretary of the Air Force (AQ).

(2) Alternate Chairperson--Assistant Secretary of Defense (C3I/T&TC3).

- (a) OSD.
- (b) JCS.
- (c) HQDA.
- (d) HQDN.
- (e) HQMC.
- (f) HQDAF.

c. Policy Board Working Group

- (1) Chairperson--Secretary of the Air Force (SAF/AQK)
- (2) Member (one) and alternate members.
 - (a) OSD.
 - (b) JCS.
 - (c) HQDA.
 - (d) HQDN.
 - (e) HQMC.
 - (f) HQDAF.

d. IGIA Working Group.

- (1) Chairperson--Designated by the Secretary of the Air Force (AQ).
- (2) Member (one) and alternate members.
 - (a) OSD.
 - (b) JCS.
 - (c) HQDA.
 - (d) HQDN.
 - (e) HQDAF.

e. Staff Support. Staff support for the policy board on federal aviation and working groups are provided as follows:

(1) Legal advisors--Office, Secretary of Defense

(2) Executive Director--Office, Assistance Secretary of the Air Force.

f. Secretary of Defense. Public Law 85-726 places certain responsibilities on the Secretary of Defense to assist the Administrator of the FAA, DOT, in the discharge of their responsibilities. One of these duties requires the Secretary of Defense to arrange, by agreement with the FAA, for the timely exchange of information. This information pertains to the programs, policies, and requirements directly related to the duties of both parties.

g. FAA Administrator. A presidential memorandum, 11 August 1960 (Interagency Coordination of Aviation Matters), states that the Administrator of the FAA establishes the Interagency Group on International Aviation (IGIA). The IGIA will develop coordinated interagency recommendations on international aviation matters for the Secretary of the State. The DOD is a member of the IGIA.

19-2. U.S. Army Membership on the DOD Policy Board on Federal Aviation

The Deputy Chief or Staff for Operations and Plans will serve as the U.S. Army member and appoint one or more alternate members to each of the working groups.

19-3. Principals

a. Principal Advisor. The Director of Requirements, ODCSOPS, serves as principal advisor to the DCSOPS on FAA matters. The Director of Requirements, ODCSOPS, also

serves as the executive agent for assignment of U.S. Army members and alternates to the working groups and supporting elements. (See table 19-1).

b. U.S. Army Executive Secretariat. Under the direction of the DCSOPS, the Commander, USAASA, will serve as the U.S. Army Executive Secretariat to the DOD Policy Board on Federal Aviation. The U.S. Army Executive Secretariat will--

(1) Assist the DCSOPS in assigning U.S. Army members to the Working Groups and supporting elements.

(2) Maintains records and correspondence files on committee matters.

(3) Identify (in coordination with U.S. Army Staff Elements and Major Commands) the proper action agencies for the matters involved.

(4) Assign responsibilities accordingly.

(5) Maintain and issue a roster of the U.S. Army members and alternates of various working groups and support elements.

(6) Process IGIA actions received from the DOD Executive Director by clearing them with the U.S. Army members or alternates of the working elements.

(7) Provide U.S. Army positions on the IGIA actions to the Executive Director PBWG.

c. Policy Board Working Group. The Policy Board Working Group responds to the needs of the DOD policy Board on Federal Aviation. It serves as the direct contact with the staffs of the FAA and DOD components for information and coordination on specific projects.

d. IGIA Working Group. The IGIA Working Group works for the DOD Policy Board on Federal Aviation. It serves as the direct contact with the staffs of the FAA and DOD components for information and coordination of IGIA activities.

e. Members and alternate members. Members and alternate members of the supporting elements of the Federal Aviation Working Group and the IGIA Working Group will:

- (1) Review and evaluate each case received for action.
- (2) Identify any effect on the U.S. Army.
- (3) Coordinate with other U.S. Army elements or action agencies concerned.
- (4) Prepare and transmit HQDA comments, recommendations, and proposals to action officers concerned.

f. Responsible agencies will furnish qualified people for assignment as US Army members and alternates when requested.

Table 19-1

Agencies responsible for furnishing qualified personnel to serve as members and alternate members on working groups and supporting elements

	Responsible agency	
Working Group or Supporting Element	Member	Alt Member
1. Policy Board	USAASA	USAASA
Working Group		
2. Subgroups of the Policy		
Board Working Group		
Airports Subgroup	USAASA	USAASA

Airspace Subgroup	USAASA	USAASA
Legal Subgroup	TJAG	TJAG
3. Working Group on IGIA Matters	USAASA	USAASA
4. IGIA Functional Area Group		
Aerodromes and Ground Aids (AGA)	DCSOPS	COE
Aeronautical Satellites (AERO SAT)	DISC4	DCSOPS
Accident Investigation (AIG)	USASC	USASC
Aircraft Airworthiness (AIR)	AMCOM	AMCOM
Aeronautical Information (AIS) & Aeronautical Charts (AC)	USAASA	USAASA
Civil Aviation Security (CAS)	DOD (USAF)	
NATO Committees (CEAC)(CAPC)	USAASA	USAASA
Communications (COM)	DISC4	USAASA
Dangerous Goods	USAASA	USAASA
Dimensional Units A/G/A (DIM)	USAASA	USAASA
Facilities (FAL)	DCSLOG	DCSLOG
Joint Financing (JF) & User Charges (C)	ASAFM	DCSOPS
Aviation Legal (LGL)	TJAG	TJAG
Meteorology (MET)	DCSINT	USAASA
North Atlantic Systems	DOD (USN)	
Planning (NASP)		
Environmental Quality (EQ)	DCSLOG	DCSLOG
Operation of Aircraft (OPS)	USAASA	USAASA

Personnel Licensing (PEL)	USAASA	USAASA
Regional Air Navigation (RAN)	USAASA	USAASA
Aircraft Nationality and Registration Marks (REG)	DCSLOG	DCSLOG
Rules of the Air/Air Traffic Service (RAC)	USAASA	USAASA
Search and Rescue (SAR)	DCSOPS	DCSOPS
Aviation Statistics (STA)	USAASA	USAASA

5. U.S. Army Member on U.S. Advisory

Groups Supporting ICAO Panels

and Specialized Committee

Airworthiness Committee (AIRC)	USAMC	
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Review of the General Concept of Separation (RGCS)	USAASA	
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Obstacle Clearance (OCP)	USAASA	
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Visual Aids (VAP)	USAASA	DCSOPS
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All Weather Operation (AWOP)	USAASA	COE
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Section II

Processing of Actions

19-4. Phases

Federal aviation matters requiring DOD attention result from proposed changes to domestic or international rules, regulations, equipment, and procedures affecting aviation.

These actions may be received from FAA, or they may originate within DOD or its components. These actions are usually processed in two phases as follows:

- a. Phase one: Phase one consists of informal preliminary coordination among the agencies concerned and resolving problems. When solutions are agreed upon at the working level or an impasse is reached, the action enters phase two.

- b. Phase two. Phase two consists of a formal agreement among the agencies concerned. If there is disagreement, a meeting is held at a higher level to resolve the disagreement and make a formal agreement.

19-5. Working Groups

The members of the Policy Board Working Group (PBWG) and the IGIA Working Group receive and process actions in response to the DOD Policy Board on Federal Aviation.

19-6. Subgroups

Subgroups, functional area groups, and U.S. advisory groups Working level subgroups, functional area groups, and U.S. advisory groups are designated to process certain coordination cases.

- a. Subgroups. The chairperson of the subgroups under the Policy Board Working Group receives cases directly from the Office of the DOD Executive Director.

Chairpersons coordinate the cases with the other members and prepare responses.

- b. Functional area groups and U.S. Advisory Groups. The working level members of the functional area groups and members of the U.S. Advisory Groups receive phase one international actions directly from the action agencies and reply back to them. For phase

two, the actions are cleared through the IGIA. As a member of IGIA, DOD receives the actions in the Office of the Executive Director for coordination with the military services.

Appendix A

References

Section I

Required Publications

AR 5-12

Army Management of the Electromagnetic Spectrum (Cited in para 6-1, and 14-3.)

AR 37-49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities.
(Cited in para 13-3.)

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation

AR 40-501

Standard of Medical Fitness. (Cited in para 2-1.)

AR 95-I

Flight Regulations. (Cited in para 9-3.)

AR 95-10

Department of Defense Notice to Airmen (NOTAM) System. (Cited in paras 10-1, 11-4, and 13-3.)

AR 115-10

Weather Support for the U.S. Army. (Cited in para 14-3.)

AR 115-11

Army Topography (Cited in GI & 5)

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive) (Cited in para 13-3.)

AR 200-1

Environmental Protection and Enhancement. (Cited in paras 13-3 and 14-2.)

AR 200-2

Environmental Effects of Army Actions. (Cited in para 13-3, 14-3, 16-6, and 6-13d.)

AR 210-20

Master Planning for Army Installations. (Cited in paras 11-6, 13-3, and 14-3.)

AR 215-1

Moral, Welfare, and Recreation, Activities and Nonappropriated Fund Instrumentalities.

(Cited in para 15-13.)

AR 340-21

The Army Privacy Program. (Cited in para 4-3.)

AR 350-35

Army Modernization Training (Cited in para 13-3.)

AR 385-62

Regulation for Firing Guided Missiles and Heavy Rockets for Training, Target Practice, and Combat. (Cited in paras 7-2 and 7-16.)

AR 385 63

Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat. (Cited in paras 7-2 and 7-16.)

AR 385-95

Army Aviation Accident Prevention. (Cited in paras 7-25 and 10-4.)

AR 405-10

Acquisition of Real Property and Interests Therein. (Cited in para 13-3.)

AR 415-15

Army Military Construction Program Development and Execution. (Cited in para 13-3.)

AR 415-28

Real Property Category Codes. (Cited in para 13-3.)

AR 415-35

Minor Construction. (Cited in para 13-3.)

AR 420-10

Management of Installation Directorate of Public Works. (Cited in para 13-3.)

AR 420-90

Fire and Emergency Services. (Cited in para 10-4.)

AR 600-37

Unfavorable Information. (Cited in para 4-3.)

AR 600-85

Alcohol and Drug Abuse Prevention and Control Program. (Cited in para 4-3.)

AR 600-200

Enlisted Personnel Management System. (Cited in para 4-3.)

DA PAM 611-21

Military Occupational Classification and Structures. (Cited in para 2-1.)

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level. (Cited in para 17-8.)

FM 1-300

Flight Operations Procedures. (Cited in para 15-16.)

FM 1-303

Air Traffic Control Facility Operations and Training

(Cited in para 2-1e(4))

FM 11-486-23

Telecommunications Engineering Air Traffic Control Facilities and Systems. (Cited in fig 8-1.)

TB 95-1

U.S. Army Air Traffic Control and NAVAID Facility Standards. (Cited in para 13-2.)

TM 5-811-5

Army Aviation Lighting

TM 5-823-4

Marking of Army Airfield-Heliport Operational and Maintenance Facilities. (Cited in para 14-3.)

TM 95-225

United States Standard: Flight Inspection. (Cited in paras 3-9, 13-3, and 14-3.)

TM 95-226

United States Standard for Terminal Instrument Procedures. (Cited in paras 8-2, 8-6, and 14-3.)

TM 95-228

United States Interagency Ground Inspection Manual: Air Traffic Control and Navigational Aids Facilities. (Cited in para 14-3.)

FAR

Federal Aviation Regulations. (Cited in paras 8-6, 18-2, and 18-4.)

NGR 37-108

Fiscal Accounting and Reporting--Army National Guard. (Cited in para 17-8.)

Federal Aviation Administration Order (7400.2 series) Procedures for Handling Airspace Matters. (Cited in paras 7-4, 7-20, 7-22, 7-26, 7-27, 7-28, 7-29, 7-30, 8-3, and 8-4.)

Federal Aviation Administration Order (7400.6)
Compilation of Regulation. (Cited in para 6-1.)

Federal Aviation Administration Order (7610.4 series) Special Military Operations. (Cited in paras 9-1, 9-4, 9-5, and 9-6.)

Federal Aviation Administration Order (7930.2).
(Cited in para D-2a.)

Section II

A related publication is merely a source of additional information.

AR 1-20

Legislative Liaison

AR 12-15

Joint Security Assistance Training (JSAT)

AR 20-1

Inspector General Activities and Procedures

AR 70-1

Army Acquisition Policy

AR 95-27

Operational Procedures for Aircraft Carrying Hazardous Materials

AR 335-15

Management Information Control System

AR 360-5

Public Information

AR 360-1

The Army Public Affairs Program

AR 385-10

Army Safety Program

AR 405-80

Management of title and Granting Use of Real Property

AR 415-10

General Provisions for Military Construction

AR 420-72

Transportation Infrastructure and Dams

AR 500-60

Disaster Relief

AR 525-16

Temporary Cross-Border Movement of Land Forces Between the United States and
Canada

AR 380-10

Foreign Disclosure, Technology Transfer, and Contracts with Foreign Representatives

AR 703-1

Fuels and Lubricants Standardization Policy For Equipment Design, Operation, and
Logistic Support

DOD 5030.19

Department of Defense Responsibilities on Federal Aviation Matters

PL 85-726

Federal Aviation Act of 1958

TM 5-803-7

Civil Engineering Programming: Airfield and Heliport Planning Criteria

TM 5-820-1

Surface Drainage Facilities for Airfields and Heliports

TM 5-820-3

Drainage and Erosion Control Structures for Airfields and Heliports

AIM

Aeronautical Information Manual

FAR 65

(Federal Air Regulation) Certification: Airmen Other Than Flight Crewmembers.

FAR Order 7220.1a

Certification and Rating Procedures

14 Code of Federal Regulation, Part 139

Certification and Operations: Land Airports Serving Certain Air Carriers

Section III

Prescribed Forms

DA Form 5895-R

ATC Facilities Request. (Prescribed in para 14-7.)

Section IV

Referenced Forms

DA Form 2696

Operational Hazard Report

DA Form 3479-R

Training and Proficiency Record--Air Traffic Controller

DA Form 3588

Comm Card.

DD Form 1131

Cash Collection Voucher

DD Form 2400 (see USAASA, Appendix F)

Civil Aircraft Certificate of Insurance

DD Form 2401 (see USAASA, Appendix F)

Civil Aircraft Landing Permit

DD Form 2402

Civil Aircraft Hold Harmless Agreement (see USAASA, Appendix F)

FAA Form 7220-1

Air Traffic Control Specialists Certificate

FAA Form 7230.71

Flight Progress Strips

FAA Form 7230.72

Terminal Continuous Center With Perforation

FAA Form 7230.8

Terminal Continuous Without Perforation

FAA Form 7230.19

Tower Cut

FAA Form 7230.21

Air Route Traffic Control Center

FAA Form 7460-1

Notice of Proposed Construction or Alteration

FAA Form 7480-1

Notice of Landing Area Proposal

FAA Form 8060-4

Temporary Airman Certificate

FAA Form 8400-3

Application for Airman Certificate and/or Rating

SF 344

Multiuse Standard Requisition/Issue System Document

Appendix B

Extract of Memorandum of Agreement Between Department of Transportation, Federal Aviation Administration, and the U.S. Army, the U.S Navy and the U.S. Air Force

WHEREAS, by virtue of Section 307(b)(4) of the Federal Aviation Act of 1958 (49 USC 1348(b)(4)), the Administrator of the Federal Aviation Administration (hereinafter referred to as the FAA) is authorized to provide necessary facilities and personnel for the regulation and protection of air traffic.

WHEREAS, by virtue of Section 303(d) of the Federal Aviation Act of 1958 (49 USC 1344(d)), the Administrator of the FAA may make such provision as he must deem appropriate authoring, with its consent, the performance of any function under Section 307(b) of the Act by any other Federal department; and

WHEREAS, there are three separate agreements now in effect between the FAA and the Army, Navy, and Air Force, respectively, relating to the operation of air traffic control facilities on military installations; and

WHEREAS, all parties to the three existing agreements wish to supersede such agreements with this separate agreement between the FAA and the three military services;

NOW, THEREFORE, all parties to this agreement mutually agree as follows:

ARTICLE I. Determination of Operational Responsibility.

A. In keeping with requirements of national defense and with due regard for budgetary, manpower, and all other pertinent considerations, the general allocation of responsibility for the operation of each military facility subject to this agreement shall be mutually determined at the national level between the FAA and the appropriate military service. To facilitate the determination of operational responsibility, recommendations concerning the operation of

air traffic control facilities will be made at the local level by appropriate FAA and military personnel.

B. Unless agreement is reached to the contrary, the military services shall provide airport traffic control service (visual flight rules) at those military airports where the cognizant military authority deems that such service is required and said airports are not saved by an FAA, State, municipal, or other non-Federal tower.

C. When it is mutually agreed to be more advantageous to establish independent military and FAA approach control facilities, the approach control authority for the military terminal area ordinarily will be delegated to the military. Prior to approval by FAA of this delegation of authority, the military facility must be equipped to transmit and receive on all frequencies necessary to control all categories of IFR traffic normally operating in the area. Additionally, a letter of agreement relating to the control of air traffic shall be consummated between the appropriate local military authority and the appropriate FAA air route traffic control center.

D. The FAA is authorized to assign an Air Traffic Representative (ATREP) to each military approach control facility covered in Article I, Section C. The function of the ATREP is set out in detail in Article IV.

E. At all military locations not served by an ATREP, authorized FAA personnel may make evaluations of military ASR/PAR units that exchange control of air traffic directly with FAA facilities. These evaluations are to be conducted at such times as are mutually agreeable to the FAA and the cognizant local military authority. The purpose of such evaluations is to determine whether equipment performance and staffing are adequate for the service being provided; whether personnel qualifications, certification, and

performance meet acceptable standards; and, whether procedures utilized are consistent with the agreements provided for in Article I. C. and Article V. All deficiencies which may affect flight safety shall be reported to cognizant military authority for timely corrective action.

F. Delegation of approach control authority may be temporarily suspended by a representative of the FAA area manager or the ATREP if such action is deemed necessary in the interest of flight safety. The commanding officer (or his designated representative) of the affected military installation shall be notified prior to the time suspension action is taken and informed of the reasons therefore.

G. Withdrawal of any delegation of authority covered by this agreement shall not be authorized prior to approval of FAA and the appropriate military service at the national level.

ARTICLE II. FAA Operations on Military Installations.

A. Where mutually agreed, the FAA will provide exclusive air traffic control services and staffing on military installations. Unless agreed to the contrary, where a military facility is located near an FAA approach control facility, the FAA will perform the approach control function from the FAA facility for both the military and nonmilitary facilities.

B. At jointly-staffed air traffic control facilities located on military installations, unless agreed to the contrary, the FAA will staff the approach control (surveillance radar) function and the military service will staff and be responsible for the precision approach radar (PAR) function.

C. The FAA shall have full authority and responsibility for the operation of its authorized functions.

D. The basic radar system approved for use in the radar approach control function is of the airport surveillance radar (ASR) type. Proposals for use of radar systems other than the ASR shall be submitted to the Washington office of the FAA for review. This clause shall not affect those terminal facilities currently utilizing other radar systems, nor is it intended to limit the use of ARSR or other slower RPM systems to supplement ASR equipment.

ARTICLE III. Cross-Training at Jointly-Staffed ATC facilities.

In the best interest of the FAA and military services, it is essential that organized cross-training be accomplished; accordingly cross-training programs shall be implemented and training shall be conducted to the maximum extent possible.

A. At the request of the responsible local military authority, the FAA will provide on-site approach control training to designated military personnel. Qualification and training shall be carried out in accordance with FAA regulations and procedures. Military personnel who

successfully complete the training program and receive appropriate FAA certificates and ratings are not required to maintain currency on approach control positions. However, qualified military controllers, when current by FAA standards and when agreeable to both FAA and military supervisors, may be assigned to approach control positions without direct supervision.

B. At the request of the FAA facility chief, the appropriate military authority will provide on-site PAR training to designated FAA personnel. Qualification and training shall be carried out in accordance with military regulations and procedures. FAA personnel are not required to maintain currency on PAR positions. However, qualified FAA controllers, when current by military standards and when agreeable to both military and FAA supervisors, may be assigned to PAR control positions without direct supervision.

ARTICLE IV. FAA Air Traffic Representatives.

A. The ATREP is responsible to the Area Air Traffic Branch. His function is described as follows:

1. To serve as liaison officer between the military and civil users; to resolve local air traffic problems between military and civil users of the terminal area in order that both are afforded the maximum service possible; and, to conduct frequent liaison with FAA, civil, and military personnel to determine the adequacy of ATC service being rendered.

2. To serve as technical advisor to the military in all phases of air traffic control in order to improve ATC service.

3. To evaluate the amount of airspace required for air traffic control in terminal areas, and to coordinate approval of airport traffic patterns.

4. To continuously review existing air traffic control and communications procedures and practices, and to recommend action for their revision to improve efficiency.

5. To participate in appropriate intramilitary meetings in which the FAA has an interest.

6. To encourage lecture and training programs for base pilots and civil air user groups, and to recommend changes, if necessary, to improve air traffic control facility training program and to obtain maximum utilization of personnel.

7. To administer control tower operator exams and issue appropriate FAA certificates and ratings.

8. To participate frequently in flights of various types of unit-equipped military aircraft (in which flight as a passenger or crew member is permitted) for the purpose of evaluating, from the pilot's viewpoint, air traffic control services being rendered and the performance characteristics of aircraft employed at the base.

B. The ATREP will be an FAA signatory to agreements made pursuant to Article I, Section C.

ARTICLE V. Local Agreements at FAA-Staffed Military Installations.

At military installations where FAA staffing is provided in whole or in part, a local memorandum of agreement shall be signed between FAA and appropriate military authority. The purpose of the local agreement is to further implement this agreement. Such agreements should cover details such as operational concepts, staffing, training, maintenance of equipment, utilization of space, parking and janitorial service, and security.

Article VI. Financing.

A. Salary, travel, and training expenses of FAA Air Traffic Representatives, Air Traffic Controllers, and other personnel furnished by the FAA, pursuant to this Agreement, will be borne by the FAA.

B. Salary, travel, and training expenses of military and civilian personnel furnished by the DOD, pursuant to this Agreement, will be borne by the appropriate DOD component.

C. The cost of providing normal support (utilities, office space, furniture, parking space, janitorial services and supplies, etc.) to FAA personnel at jointly-staffed air traffic control facilities located on military installations, pursuant to this Agreement, will be borne by the host DOD component authority exercising jurisdiction over the military installation involved.

D. Except as otherwise specifically agreed between the parties concerned, the cost of procuring new equipment and joint facilities to accommodate primarily a military requirement, pursuant to this Agreement, will be borne by the host component of the DOD.

E. The cost of procuring new facilities and equipment to accommodate primarily an FAA requirement, pursuant to this Agreement, will be borne by the FAA.

F. Except as otherwise specifically agreed between the parties concerned, the cost of installing and maintaining equipment will be borne by the party to this Agreement which has the responsibility for the air traffic control function being performed.

G. Agreements which include financing arrangements other than the three separate agreements referred to in the preamble to this Agreement, are not superseded by this Article.

Article VII. Miscellaneous Provisions.

A. Local military authority will determine the security clearances required of FAA personnel. FAA personnel will be subject to military security requirements and base regulations.

B. The military services shall inform the FAA at the earliest practicable date of plans to deactivate military bases at which FAA personnel are assigned. The FAA shall inform the appropriate military service at the earliest practicable date of plans to reduce services at or to abandon ATC facilities on military installations.

C. Differences which may arise and remain unresolved at the local level will be resolved through appropriate channels of the signatories to this Memorandum of Agreement. The FAA and the three military services agree to be bound by all provisions of this Agreement as indicated by the signature of their duly authorized officials.

Appendix C

Joint Use Criteria

C-1. General

Civil aircraft use of a military airfield is considered on a case-by-case basis when a proposal is submitted through channels to the appropriate military headquarters by an authorized sponsor. The proposal should include the type of operation, type of aircraft, and estimated annual operations.

a. Joint use must not interfere with national defense requirements, degrade safety, or in any way hamper DOD in carrying out its mission.

b. All agreements will hold the Government harmless for any liability or damage arising from use of Government property and all restrictions and conditions will be part of the agreement. The term of the agreement and/or lease cannot exceed 25 years. The title to real property improvements will pass to the Government at termination of the agreement or will be restored to a condition acceptable to the Government. The Government will have authority to terminate the agreement in a national emergency or when in the best interest of national defense.

c. Proposals should be initially submitted to the installation commander. In addition to commenting on the proposal, the local commander will obtain comments from the appropriate DARR at the FAA regional headquarters office before forwarding all documents to the appropriate MACOM.

d. Specific criteria used to evaluate joint use proposals are in paragraphs C-3 through C-9. Failure of the proposal to meet established joint use criteria will result in joint use being limited, restricted, or prohibited.

C-2. Airspace/air traffic control criteria

Operational consideration will be based on the premise that military aircraft will receive priority handling (except in emergencies) if traffic must be adjusted or resequenced.

Funding for manpower increases required in air traffic control or related support activities as a result of the civil operation will have to be accommodated outside DOD resources.

Additional equipment or physical airfield changes must be funded by the civil sponsor.

Specific items considered are as follows:

- a. Airspace saturation.
- b. Special use airspace and military training route requirements.
- c. Traffic flow capability.
- d. ATC facility capability.

C-3. Traffic mix criteria

The impact of dissimilar operations characteristics or procedures between civil and military aircraft increases the potential for accidents or incidents and opens DOD to possible litigation. The following items will be considered in evaluating the traffic mix aspect of joint use:

- a. Aircraft weapons.
- b. Helicopters operation.
- c. IFR versus VFR.
- d. High performance aircraft.
- e. Training mission.
- f. Aircraft wake turbulence. (See table C-1.)
- g. Remotely Operated Aircraft

Table C-1

Wake Turbulence Table

If military aircraft are--	and civil aircraft are--	joint use is--
heavy	heavy	possible
large	heavy	prohibited

small	heavy	prohibited
heavy	large	possible
large	large	possible
small	large	possible
heavy	small	prohibited
large	small	possible
small	small	acceptable

Note: Aircraft weight classes are defined in the pilot/controller glossary within various FAA documents.

C-4. Military activity criteria for joint use

The following are considered from a mission compatibility perspective:

- a. Joint use must be advantageous to the DOD.
- b. Joint use will not adversely impact the DOD mission.
- c. The special material storage or loading area must be identified. (Joint use will not be considered at installations with nuclear storage areas.)
- d. Installations involved in training students pilots will not be considered for joint use.
- e. Joint use will not be considered at locations with an alert force mission.
- f. Installations subject to no-notice inspections or frequent exercises will not be considered for joint use.

g. Joint use must not adversely reduce flexibility for force beddown or other related activity.

h. Joint use must not impair mobilization activities.

C-5. Civil aircraft equipment and aircrew qualification criteria

The following are recommended for civil aircraft operating in a joint use environment:

- a. IFR-certified aircraft.
- b. IFR-qualified crews.
- c. Two-way radio and transponder.

C-6. Facilities criteria

The majority of land for civil facilities must be located on the perimeter of the military installation with access that does not impact on installation traffic. Federal legislature jurisdiction should be retroceded to the State, particularly in exclusive use and access areas. Military approval is required on siting, design, and construction of civil facilities.

The following items will be considered in evaluating the impact of joint use on facilities:

- a. Civil facilities
 - (1) Availability of existing local civil facilities.
 - (2) Practicality of constructing or expanding a civil airfield.
- b. Runway and taxiway.
 - (1) Pavement strength for wheel loading.

- (2) Pavement width and length.
 - (3) Capability.
 - (4) Dual or single runway.
 - (5) Access to runway from civil facilities.
- c. Civil facility location.
 - (1) Availability of non-Government land for taxiway, terminal, ramp, fuel storage, hangar, maintenance, and so forth.
 - (2) Availability of excess Government-owned land for civil facilities.
- d. NAVAIDs DOD will not provide manpower to install, operate, or maintain navigational equipment for the sole use of civil aviation. Consideration must be given to the adequacy of existing NAVAIDs for the civil operation.
- e. Fire, crash, rescue.
 - (1) Equipage.
 - (2) Manpower.
- f. Noise barriers.
 - (1) Existing configuration.
 - (2) Civil requirement.
- g. Aircraft arresting systems. DOD will not install, alter, or remove AAS for the use or convenience of nonmilitary traffic; therefore, consideration must be given to--
 - (1) Existing configurations.
 - (2) Civil requirements.
- h. Air installation compatible use zone. The study required in conjunction with airspace analysis must include--

- (1) Runways to be used.
- (2) Traffic distribution.
- (3) Peak hour use.
- (4) Schedule of operating hours.
- (5) Engine signatures.
- (6) Approach and departure profiles.
- (7) Climatic data.

i. Security. Clear separation of military and civil activities is essential to avoid increased security cost, and increased threat to priority and sensitive resources. Joint use increases the possibility for sabotage, terrorism, and vandalism. Joint use will not be considered if military and civilian aircraft will be collocated on a parking ramp, where other than runway facilities are used, or where non-Government personnel would require access to and routinely transit the base. Specific security aspects to be considered in joint use are--

- (1) Access of public to military resources.
- (2) Impact on manpower if increased security is required.

C-7. Manpower criteria

The following must be considered from the perspective or impact on manpower and career limitations:

- a. Work load versus manpower level.
- b. Possibility of contract or civilianization of ATC facilities (cost comparison studies).

- c. Impact on rotation of military ATC personnel.

C-8. Financial criteria

Any logistical support or utilities provided by the Government are reimbursable. Some reimbursable items that could be recovered include labor, equipment use, and supplies provided. The civil sponsor must pay a prorated share for property and operation of the Government runway. All real property outleased will be processed through the Corps of Engineers at fair market rental value. The following must be considered in evaluating joint use proposals:

- a. There must be no cost to DOD appropriations.
- b. Costs must be reimbursable through services in lieu of use fees.
- c. There must be no significant indirect costs.
- d. The sponsor must have funding available for the civil facilities.

C-9. Environmental criteria

Analysis will be required if joint use involves new aircraft types or new approach and departure tracks. For FBO operations, an EA or EIS may also be required. The following items also must be considered in a joint use evaluation:

- a. The sponsor for the civil operation must pay for preparation of any EA or EIS that may be required.

b. DOD or the appropriate military services will be the lead agency in the preparation of the EA or EIS.

Appendix D

U.S. Army Comparative Information for Part 139 of the Federal Aviation Regulation

Subpart C--Airport Operations Manual

Note: Subparagraph 1a, 2a, and so forth define reference FAA standards. Subparagraphs 1b, 2b, and so forth define reference comparable Army standards.

1a. 139.203 Preparation of Airport Certification Manual.

1b. Army directives, pamphlets, and technical manuals control the design, operation, and maintenance of aviation facilities. These documents are maintained at all levels of command and are followed closely. FM 1-300 specifies requirements for detailed standing operating procedures. References listed below establish requirements that are equal to or exceed part 139 of the FAR.

2a. 139.303 Personnel.

2b. Mission requirements dictate that each installation be staffed and maintained properly according to Army standards. Pertinent directives ensure these standards are equal to or exceed part 139 of the FAR. Command inspection systems ensure compliance. Subpart

D--Certification: Eligibility

3a. 139.305 Paved areas.

3b. See TM 5-803-7, chapter 4 (standards 3,8,11,15 and 19).

4a. 139.309 Safety areas.

4b. See TM 5-830-7, and TM 5-820-1, chapter 4 (standards 4, 12, 21, 29 and 30).

5a. 139.311 Marking and lighting.

5b. TM 5-803-7 (chap 3) and TM 5-823-4 provide criteria for Army Corps of Engineers personnel to mark serviceable runways, taxiways, overruns, and shoulders in accordance with U.S. National Standards.

TM 5-803-7 (category group 13, para 3-3) establishes criteria for marking and lighting obstructions to air navigation at airfields. FM 1-300 ensures that all standards for parking and lighting airfields facilities and obstacles to air navigation are maintained. These standards are equal to or exceed standards of FAR, part 139.

6a. 139.313 Snow and ice control

6b. At installations where snow and ice might become a hazard, AR 420-72 requires a snow removal and ice control plan. The plan will contain at least the following:

6b.1. An established priority for clearance of designated areas.

6b.2. Designation of equipment to be used.

6b.3. A listing of quantities and storage locations of materials to be used.

6b.4. Training material for equipment operators and supervisors.

6b.5. Provisions for round-the-clock notice of forecasted snow and ice storm intensities and duration.

7a. 139.319 Aircraft rescue and fire fighting operational requirements.

7b. See AR 420-90 (para 1). AR 420-90 contains responsibilities, policies, standards, and procedures for fire prevention and protection.

8a. 139.321 Handling and storing hazardous articles and materials.

8b. See FM 1-300. AR 95-27 contains safety procedures for handling dangerous material such as chemical and biological material and ammunition.

9a. 139.323 Traffic and wind direction indicators.

9b. Applicable Army aviation facilities have control towers directing local traffic. They have radio communication with civilian and military aircraft. The Army does not specifically require traffic pattern indicators. TM 5-803-7 lists Army codes for airfield facilities. Code 134-70 stands for lighted wind direction indicators. Each Army airfield and heliport will have at least one lighted wind direction indicator.

10a. 139.325 Airport emergency plan.

10b. Each Army facility is required to publish, maintain, and exercise periodically their various emergency plans. The plans should provide enough guidance to ensure immediate issue of vital emergency information to principal tenants and to all units, and agencies. The following regulations apply: , AR 395-40, AR 385-95 and AR 500-60.

11a. 139.327 Self-inspection program.

11b. The U.S. Army requires constant inspection of AAFs from a variety of specialist and command levels. Adequate procedures have been developed for issuing pertinent information to interested personnel. AR 20-1 contains general guidelines at all levels. Also see FM 1-330. The U.S. Army Safety Center (USASC) Guide for Aviation Resources Management for Aircraft Mishap Prevention provides a specific checklist. The USASC publication, "Preparation of a System Safety Program Plan for Aviation System Development," also applies.

12a. 139.329 Ground vehicles.

12b. Army vehicles operating on active facilities normally have two-way radio contact with the control tower. They also follow specifically marked routes, and their movements are controlled by signals from the control tower. Also see FM 1-300.

13a. 139.331 Obstruction

13b. TM 5-823-4 (apps H and I) is in accordance with the National Standards for Obstruction Marking. Also see FM 1-300.

14a. 139.333 Protection of NAVAIDs.

14b. AAFs are normally within the confines of, or next to, military installations that provides excellent protection and maximum performance of the NAVAID. Commanders ensure that the NAVAIDs signal is not impaired by unnecessary construction.

15a. 139.335 Public protection.

15b. All U.S. Army installations are designed and maintained to provide security from inadvertent entry of person or animals onto airfield operations areas. Airfield boundaries are normally marked or posted and patrolled by security police, usually around-the-clock.

The following publications apply: AR 210-20, AR 380-10, and TM 5-803-7.

16a. 139.337 Wildlife hazard management.

16b. Army aviation facilities are normally located within a major military installation. To date, no problem exists; however, each installation will continuously monitor its local bird hazard bird hazard and request assistance if advisable.

17a. 139.339 Airport condition reporting.

17b. See AR 95-2.

18a. 139.49 Airport firefighting and rescue equipment and services.

18b. See AR 420-90 (para 1). AR 420-90 contains responsibilities policies, standards, and procedures for fire prevention and protection.

Subpart E--Operations

Appendix E

Management Control Evaluation Checklist

E-1. Function

The function covered by this checklist is the administration of the Air Traffic Control, Airspace, Airfields, Flight Activities and Navigational Aids management control process.

E-2. Purpose

The purpose of this checklist is to assist assessable unit managers and Management Control Administrators (MCAs) in evaluating the key management controls outlined below. It is not intended to cover all controls.

E-3. Instructions

Answers must be based on the actual testing of key management controls (e. g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

E-4. Test Questions

(HQDA only)

- a. Are Special Use Airspace (SUA) activities appropriate for the authorized area, compatible with documentation for the purposes designated and consistent with final environmental documentation?
- b. Is Army policy regarding return of SUA to FAA for public use when no longer needed by the Army being followed?
- c. Are annual SUA utilization reports, in the proper format, submitted to the DARR, including comments concerning the adequacy of the SUA?
- d. Are installation/Airfield commanders familiar with and enforcing AALAN and CALP policies?
- e. Are alleged violations of safety and special-use airspace operation guidance reported and investigated by appropriate personnel per Federal, DOD, and DA guidance?
- f. Are Army ATC facilities operated IAW FM 1-303 by FAA certified air traffic controllers, and maintained by certified ATC equipment maintenance technicians?

- g. Are all air traffic controllers (military, DAC, contract, and foreign nationals) rated in the facility of assignment. Is the ATC chief or facility chief developing and maintaining a facility training program (FTP)/tactical training program (TTP) IAW this regulation and FM 1-303?
- h. Is the MACOM and USAATCA participating in the Aviation Resource Management Survey (ARMS) team visits to evaluate ATC Operations, training, and equipment maintenance.
- i. Are nomination and selection for U.S. Army ATC and Safe Aviation VIA Exceptional Services (SAVES) awards performed following the guidance and policy of this regulation?
- j. Are Air Traffic and Airspace Officers designated on memorandum by the Major subordinate commander, State adjutant general or installation commander, with a copy furnished to the appropriate MACOM, HQ USAASA, DARR, or USAASD-E?
- k. Is the AT&A Officer appointed to the Installation Planning Board and have a minimum of a secret clearance?
- l. Is the U.S. Army commander ensuring the FAA and USAASA (DARR) are notified of proposed construction or alteration of existing structures that could obstruct navigable airspace?
- m. Are the commanders of the installations, units, and activities preparing field notices of proposed commissioning, decommissioning, modification of NAVAIDs, airfield lighting, ATC facilities, or weather facilities and forwarding the notices to USAASA?
- n. Is the funding for airfield, heliport and NAVAID engineering surveys programmed by the appropriate MACOM/Installation resource manager when required?
- o. Is the monitoring of the electronic navigation facilities supporting Instrument Flight Procedures performed at the level appropriate for the navigational facility classification?

- p. Is the Automatic Distribution (AID) account established using a Flight Information Publication (FLIP) specific requisitioning Department of Defense Activity Address Code (DODAAC) and the unit's annual customer survey completed and returned?
- q. Are the AID accounts consolidated appropriately for units based at the same location?
- r. Is the commander reviewing the terminal instrument procedures annually to determine the need to retain, amend, or cancel the procedure, or to establish new procedures.
- s. Do DOD requirements take precedence over authorized civilian aircraft use of the airfield?

E-5. Supersession.

This checklist replaces the checklist for "Air Traffic Control, Airspace, Airfields, Flight Activities and Navigational Aids" previously published in DA Circular 11-89-2.

E-6. Comments.

Help to make this a better tool for evaluating management controls. Submit comments to: Commander, U.S. Army Aeronautical Services Agency, ATTN: AIRSPACE DIVISION, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582

Appendix F

World Wide Web (WWW) Site Addresses

F-1 Purpose

World Wide Web Site addresses are provided as a convenient means of referencing publications, forms, and correspondence for users with automation capabilities.

F-2 World Wide Web (WWW) Site Addresses and Referenced Material

The World Wide Web Site addresses listed in table F-1 are used to reference material found in this regulation. The referenced material listed is a broad overview of each site; more information may be available at the listed WWW addresses .

Table F-1 Word Wide Web Site Addresses		
Agency	WWW address	Material referenced
U.S. Army Aeronautical Services Agency (USAASA)	www.usaasa.belvoir.army.mil	Organizational and DARR contacts; Civil Aircraft Landing Permits; FLIP Change & Order Forms; DA Form 3588 (COMM CARD); FIB; Military Exemptions; DD Form 2400 Series (CALP Forms), Links
U.S. Army Air Traffic Control Activity (USAATCA)	www-rucker.army.mil Use command directory to find USAATCA	Command directory; AIG messages; ARMS schedules; Fixed Base and Tactical Programs; policy updates; ATC and Maintenance Certification; current events; AAAA Awards, Links
Training and Doctrine Digital Library	www.adtdl.army.mil	Filed Manuals (FMs); Training Circulars (TCs); Technical Manuals (TMs)
U.S. Army Publishing Agency	www.usapa.army.mil	Current Army Regulations (ARs); Department of the Army Pamphlets (DA PAM); Circulars
Defense Technical Information Center	www.dtic.mil	Joint Publications; DOD publications; DOD scientific and technical information
Federal Aviation Administration (FAA)	www.faa.gov Use search to find the material referenced	FAA Regulations, Orders, Forms, and FAA Information
US Army Home Page	www.army.mil	Installations; Army history; publications; research; administration questions
Defense Link, Department of Defense	www.defenselink.mil	Various defense publications, news, images, and questions
National Imagery and Mapping Agency	www.nima.mil NOTE: AID Account Changes must be made through appropriate US Army Account Manager.	Maps & Geodata, Imagery, FOIA Request, Procurement & Contacts, Safety of navigation, Links
US NOTAMS Office	www.notams.jcs.mil	Central Area Enroute NOTAMS, Radius Search, Flight Path Search, European Theater, FM Immunity, ICAO Look Up, Links

Glossary

Section 1

Abbreviations

AAF

Army Airfield

AFA

Army flight activity

AFB

Air Force Base

AGL

Above Ground Level

AHP

Army Heliport

AIM

Aeronautical Information Manual

AIP

Aeronautical Information Publication

AIT

advanced individual training

APA

Aircraft Procurement, Army

AR

Army Regulation

ARAC

Army Radar Approach Control

ARIS

Advanced range instrumentation ship

ARNG

Army National Guard

ARSR

Air route surveillance radar

ARTCC

Air Route Traffic Control Center

ARTEP

Army Training and Evaluating Program

ASR

airport surveillance radar

ATC

Air Traffic Control

ATCRBS

air traffic control radar beacon system

ATCS

Air Traffic Control Specialist

ATS

Air Traffic Service

AVFUEL

Aviation Fuels

AVN

Aviation

CDR

Commander

CEAC

Civil European Aviation Committee

CECOM

U.S. Army Communications-Electronics Command

CFR

Code of Federal Regulations

COE

Chief of Engineers

CONUS

Continental United States

CRAF

Civil Reserve Air Fleet

CSR

civil service regulation

CTO

Control Tower Operator

DA

Department of the Army

DAC

Department of Army Civilian

DARR

Department of the Army Regional Representative

DCSLOG

Deputy Chief of Staff for Logistics

DCSOPS

Deputy Chief of Staff for Operations

DF

Direction Finding

DME

Distance measuring Equipment

DOD

Department of Defense

DODAAC

DOD Activity Address Code

DOT

Department of Transportation

DPW

Director of Public Works

ETD

Estimated Time of Departure

EQ

Environmental Quality

ETA

Estimated Time of Arrival

FAA

Federal Aviation Administration

FAO

Finance and Accounting Office

FAR

Federal Aviation Regulation

FAX

facsimile

FBO

Fixed base Operator

FCC

flight coordination center

FIB

Flight Information Bulletin

FLIP

Flight Information Publications

FM

Field Manual

FOC

Flight Operations Center

FORSCOM

United States Army Forces Command

FTS

Federal Telecommunications System

FY

Fiscal Year

GCA

Ground Controlled Approach

GS

General Schedule

HQ

Headquarters

IAW

In Accordance With

ICAO

International Civil Aviation Organization

IFR

Instrument Flight Rules

IGIA

Interagency Group for International Aviation

ILS

Instrument Landing System

JCS

Joint Chiefs of Staff

Lb(s)

Pound(s)

LGL

Legal

MACOM

Major Army Command

MFR

Memorandum For Record

MGTOW

Maximum Gross Takeoff Weight

MHz

Megahertz

MIL

Military

MILCON

Military Construction

MOA

Military Operations Area

MOS

Military Occupational Specialty

MTDA

Modified Tables of Distribution and Allowances

NCO

Noncommissioned Officer

NDB

Nondirectional Beacon

NGB

National Guard Bureau

NIMA

National Imagery and Mapping Agency

NORAD

North American Air Defense Command

NSN

National Stock Number

ODCSOPS

Office of the Deputy Chief of Staff for Military Operations and Plans

OMA

Operations and Maintenance Army Funds

OMB

Office of Management and Budget

ONC

operational navigation chart

OPA

Other Procurement Army

PAR

Precision Approach Radar

PM

Project Manager

PMOS

Primary Military Occupational Specialty

POC

Point of Contact

POV

Privately Owned Vehicle

PPR

Prior Permission Request

RDD

Required Delivery Date

REG

Regulation

REQ

Request

RON

Remain Over Night

ROTC

Reserve Officer Training Course

SAF

Secretary of the Air Force

SF

Standard Form

DPs

Standard Instrument Departure

STAR

Standard Terminal Arrival Route

TAC

Tactical

TACAN

Tactical Air Navigation

TB

Technical Bulletin

TBD

To Be Determined

TC

Training Circular

TDA

Table of Distribution and Allowances

TDY

Temporary Duty

TJAG

The Judge Advocate General

TM

Technical Manual

TOE

Table(s) of Organization and Equipment

TRADOC

United States Army Training and Doctrine Command

TVOR

Terminal VHF Omnidirectional Range

UHF

Ultra High Frequency

USAASD-E

United States Army Aeronautical Services Detachment - Europe

USAAVNC

U.S. Army Aviation Center

USACE

U.S. Army Corps Of Engineers

USAF

U.S. Air Force

USAMC

U.S. Army Material Command

USAR

U.S. Army Reserve

USAREUR

U.S. Army Europe

USASC

U.S. Army Safety Center

USC

U.S. Code

USCG

U.S. Coast Guard

USDAO

U.S. Defense Attaché' Office

USN

U.S. Navy

VFR

Visual Flight Rules

VHF

Very High Frequency

VIP

Very Important Person

VOR

Very High Frequency Omni-Direction Range

Section II

Terms

Aeronautical Information

Documents, such as aeronautical maps, charts, and publications used by aviators, air crews, air traffic control, and command agencies to plan, conduct, and control aircraft operations.

Air route surveillance radar (ARSR)

Air route traffic center radar used primarily to detect and display an aircraft's position while enroute between terminal areas. The ARSR enables controllers to provide radar ATC service when aircraft are within the ARSR coverage. In some instances, ARSR may enable an ARTCC to provide terminal radar services similar to, but usually more limited than, those provided by a radar approach control.

Air traffic

Aircraft operating in the air or on the airport surface, exclusive of loading ramps and parking areas.

Air traffic activity count

A statistical summary of the various landing, departure, or overflight operations at a given aviation facility.

ATC assigned airspace

Airspace of defined vertical and lateral limits assigned by ATC for the purpose of providing air traffic separation between specified activities

being conducted within the assigned airspace and nonparticipating IFR traffic.

ATC chief

A person who supervises and manages all ATC activities within a designated geographical or command area.

ATC facility

A facility (including personnel, equipment, and structures) that provides ATC service. Included are ATC tower, Army approach control, Army radar approach control ground controlled approach, flight operations center, flight coordination center, or fixed base flight following.

Air Traffic Control Radar Beacon System

Radar pulses transmitted from the searching transmitter/receiver (interrogator) site that are received in the cooperative equipment and used to trigger a distinctive transmission from the transponder. This reply transmission, rather than a reflected signal, is then received back at the transmitter/receiver site for processing and display at an air traffic control facility.

Air Traffic Control

A service provided for promoting safe, orderly, and expeditious flow of air traffic including airport, approach, and en route ATC service.

ATC specialist

A person authorized to provide ATC service.

Air Traffic Control Specialist (ATCS Certificate (FAA Form 7220-1))

A certificate issued by CG, U.S. Army Aviation Center (USAAVNC), that authorizes the holder to act as an ATC specialist in accordance with this regulation, Federal Aviation Administration (FAA) Order 7220.1A, and FM 1-303. This certificate will be used in conjunction with the Airman Certificate (AC Form 8060-1) by control tower operators where required by FAA or host country.

ATCS facility rating examiner

A person having authority to administer and issue ATCS facility ratings to ATC specialists. The ATC or facility chief nominates and the Director, U.S. Army Air Traffic Control Activity (USAATCA) appoints the examiner.

ATC tower

A facility providing ATC service.

Aircraft

Any contrivance or device used or intended to be used for flight in the air.

Airfield

Any runway or landing area designed for used by aircraft.

Airfield Advisory Service (AAS)

A service provided by some operations not served by a control tower or when a part served by a control tower or when a part-time tower is closed down. This service may consist of providing information to landing and departing aircraft concerning wind direction and velocity, favored runway, altimeter setting, pertinent known traffic, pertinent known field conditions, airport taxi routes and traffic patterns, and authorized instrument approach procedures. No control of traffic is exercised.

Airfield lighting

All lighted visual aid systems associated with an airfield or heliport that aid the pilot in safely operating the aircraft.

Airman Certificate (AC Form 8060-1)

A certificate issued by the FAA that authorized the holder to act as an airman in accordance with Federal Aviation Regulations (FAR), Part 65.

Airport surveillance radar

Radar displaying range and azimuth that is normally used in a terminal area as an aid to approach and departure control.

Airspace matters

Actions related to the use of airspace, including--

- a. Establishing or amending rules, regulations, or orders affecting the use of airspace.
- b. Establishing or modifying special use airspace and controlled airspace.

- c. Preparing and submitting notices on the establishment, modification, or discontinuance of airfields, heliports, landing areas missile sites, and rocket sites.
- d. Establishing, relocating, or discontinuing NAVAID facilities.
- e. Preparing and submitting notices of construction or alteration affecting the use of airspace.

Approval authority

The individual or agency having authority to approve landing at AAFs by nonexempt aircraft.

Approach control service

Air traffic control service provided by an approach control facility for arriving and departing VFR/IFR aircraft and, on occasion, en route aircraft. At some airports not served by an approach control facility, the Air Route Traffic Control Center provides limited approach control service.

Army Airfield

An airfield owned or operated by the Army.

Army approach control

A nonradar air traffic control facility located at a U.S. Army airfield or heliport using air and/or ground communications equipment to provide approach control service to aircraft arriving, departing, or transiting the airspace controlled by the facility.

Army flight activity

An activity located on property that may not be under Army jurisdiction or on Federal land.

Flying operations at the Army flight activity may be conducted by the Army, USAR, or ARNG.

Army heliport

A facility designated for operating, basing, servicing, and maintaining helicopters.

Army radar approach control facility

A facility providing radar approach control service through the use of ASR and normally includes precision approach radar.

Authorized buyer letter

A letter of agreement that qualified operators must file with the Army in order to purchase aviation petroleum oils and lubricants on credit.

Automated Radar Terminal System

A computer system that displays for the terminal controller aircraft identification, flight plan data, other flight associated information, and aircraft position symbols in conjunction with his/her radar presentation.

Aviation requirement

Aviation requirement refers to existing or changes in aviation assets or mission that may result in added or fewer ATC and NAVAID facilities and personnel support requirements.

Bailed aircraft

U.S. Government-owned aircraft delivered to a government contractor for a use directly related to a contract.

Cancellation

The removal of a person's Army ATCS certificate and number from the master roster.

Certification

The act of certifying or the state of being certified.

Certificate of Designation (FAA Form 800-5)

Issued by the appropriate FAA regional office to authorize a specific person to act as a control tower operator examiner.

Certificate of insurance

A certificate that describes the amount of third party insurance carried by the user, aircraft owner, or aircraft operator.

Certified

To confirm formally as true, accurate, or genuine.

Civil aircraft

U.S. or foreign registered aircraft owned by private individuals, companies, corporations, or foreign governments that are operated for private or commercial aviation purposes.

Civil aircraft landing permit (DD Form 2401)

An application that, when validated by the appropriate approving authority, permits an aircraft operator to use an AAF under the terms of this regulation.

Civil aviation

All civil aircraft of any national registry, including commercial, business, and general aviation.

Civil use

Use of an AAF by a civil operator.

Commissioning

A comprehensive flight inspection designed to obtain complete information as to facility performance and to establish that the facility will support its operational requirements. It is performed, when required, prior to certifying an air navigational facility for IFR use.

Air Traffic Controller/Controller

Military, DAC, and/or contract personnel performing assigned ATC duties

Controlled airspace

Airspace designated as the continental control area, control zone, terminal control zone, transition area, or positive control area. Some of all aircraft within these areas may be subject to ATC.

Controlling agency

The FAA facility that authorizes transit through or flight within a restricted area or other SUA area in accordance with a joint use LOP.

CTO written test

Test developed by the FAA to determine whether an applicant meets the knowledge requirements of FAR, part 65.

CTO examiner

A person appointed by the FAA regional ATC examiner to give the CTO written and facility rating tests. He or she must also perform certain administrative functions set forth in this regulation and FAA Order 7220.1A.

Currency requirements

Minimum controller requirements established by FM 1-303.

Direct supervision

Supervision of a person on a one-to-one basis by the holder of a current rating for that facility.

Emergency landing

A landing resulting from an in-flight emergency.

En route ATC service

ATC service provided aircraft on an IFR flight plan, generally by centers, when these aircraft are operating between departure and destination terminal areas.

Exempt aircraft

Aircraft that do not require a DOD Form 2401 or other authorization to land at an AAF.

Facility chief

A person responsible for the administration, operation, and training, in an ATC facility (tower, GCA, ARAC, FOC, FCC, or flight following).

Facility Rating

An endorsement placed on a CTO certificate or ATCS certificate that signifies the applicant has demonstrated the competence, qualifications, and skills required to control air traffic at a given location.

Facility rating (ATCS and CTO)

An endorsement that a person has demonstrated the competence, qualifications, and skills required to control air traffic at a given location.

Flight Check.

A call-sign prefix used by FAA/DOD aircraft engaged in flight inspection/certification of navigational aids and flight procedures. The word “recorded” may be added as a suffix; e.g., “Flight Check 40 recorded” to indicate that an automated flight inspection is in progress in terminal areas.

Flight Inspection.

Inflight investigation and evaluation of air navigation aids and instrument flight procedures to ascertain or verify that they meet established tolerances and provide safe operations for intended use. Official Flight Inspections are of six basic types: site evaluation, commissioning, periodic, special, reconfiguration and surveillance.

Government aircraft

Aircraft owned and/or operated exclusively by or on behalf of, or controlled by any department or agency of any government or any aircraft for which that government has liability responsibility.

Hold harmless agreement (DD Form 2402)

An agreement filled out by the user that absolves the U.S. Government from all liabilities incurred in connection with civil aircraft use of an AAF.

In-flight emergency

A situation developed in flight that makes continued flight hazardous to the crew or passengers or both.

Instrument flight rules conditions

Weather conditions below the minimum for flight under visual flight rules.

Joint use

Use of an AAF by a local community or foreign government. A specific written agreement will detail all specific conditions of such use.

Joint-use AAF

An AAF where a specific written agreement exists between Army and a local State, or foreign agency for use of any of the AAF.

Loaned aircraft

A U.S. Government-owned aircraft delivered to another portion of the U.S. Government or to a military service of any government.

Military assumes responsibility for separation of aircraft (MARSA)

As used in this publication, MARSA applies only to the separation of military aircraft involved in tactical flight training. Does not supersede FAA authority or make FAAO 7610.4 more restrictive.

Military operations area

Airspace assigned with distinct vertical and lateral dimensions below the PCA to separate certain military training activities from IFR traffic and to identify the location of these areas for VFR traffic. No impact on VFR operation.

National Airspace System

The common network of U.S. NAVAIDS, equipment and services, airports or landing areas, aeronautical charts, airways, information, services, rules, procedures, technical information, manpower, and material. Included also are the components and facilities shared jointly by the military and civilians and the SUA used by the military.

Navigable airspace

Airspace at or above the minimum flight altitudes prescribed in Army regulations.

Airspace needed for safe takeoff or landing is included.

Navigational aids

Any visual or electronic device airborne or on the surface that provides point-to-point guidance information or position data to aircraft in flight.

Nonexempt aircraft

All aircraft other than exempt aircraft.

Nonrulemaking cases

The cases concerning navigational aids, nonregulatory airspace, ground structures, and airports where public notification and participation are warranted.

Official Government business

Activity associated with support of U.S. Army, DOD, or other U.S. Federal agencies at or near an AAF.

Outgrant

Authority to use military property under existing statutes. May be in the form of leases, licenses, permits and so forth.

Periodic

A regular scheduled flight inspection comprehensive enough to determine that the facility will still meet standards for a commissioned facility and still supports its operational requirements.

Position Qualification

A step in the process of obtaining a facility rating used to attest to the fact that an individual has mastered the knowledge and skills required to operate independently at a specific ATC operating position in that specific facility.

Position qualified

Successful completion of all tests required for qualification to perform ATC duties in a controller position (FM 1-303) without direct supervision.

Precision approach radar

A precision instrument approach wherein the air traffic controller issues guidance instruction for aviator compliance based on the aircraft's position in relation to the final approach course (azimuth), the glideslopes (elevation), and the distance (range) from the touchdown point on the runway as displayed on the controller's radar scope.

Rating

The ATC "facility" rating issued in association with CTO and/or ATCS certificates.

Reconfiguration

A flight inspection satisfying most or all commissioning requirements (using commissioning tolerances) is conducted when the flight inspector and/or ground personnel to determine that a malfunction or relocation of a commissioned facility could result in significantly different performance, e.g., coverage, structure, etc., without affecting performance reliability. The flight inspection will be sufficiently comprehensive to ensure

that facility performance is satisfactory throughout the standard or extended service volume and will include monitor checks, if applicable.

Remotely Operated Aircraft (ROA), formerly Unmanned Air Vehicle (UAV)

ROAs are capable of flight beyond visual line of sight under remote or autonomous control.

They are not operated for sport or hobby. ROAs never transport passengers or crew.

Rulemaking cases

Cases that designate, alter, or revoke airspace by regulation or order.

Site evaluation

A flight inspection to determine the suitability of a proposed site for the permanent installation of a facility. It may include checks normally made during a commissioning inspection and any additional tests, which may be required.

Special

A flight inspection required to determine facility performance or characteristics for special circumstances. It is impractical to attempt to define all of the purposes for which special inspections will be conducted, or the extent of the inspection required for each. Examples of circumstances requiring these inspections are aircraft accidents, facility equipment modifications, or restoration to service following a scheduled or unscheduled outage.

Special inspections might also result from suspected malfunctions reported by maintenance technicians or user pilots.

Ordinarily, the inspection is limited to those parameters or in those areas which are known or reported to be affected by a malfunction. Special inspections can, however, encompass any or all parts of a commissioning inspection and may be utilized for special circumstances not covered in this manual.

Special use airspace

An area with specific vertical and lateral limits, identified by an area upon the surface of the earth in which activities must be confined because of their nature or where aircraft operations not a part of those activities may be limited or restricted.

Surveillance

An unscheduled flight inspection accomplished on commissioned air navigation facilities for the purpose of determining, through continuing inflight evaluation, that the performance of the air navigation system (or any component thereof) continues to meet applicable standards. A surveillance inspection shall become a special flight inspection, for which a flight inspection report is mandatory, whenever an out-of-tolerance condition is found.

Suspension

The temporary restriction of a person from ATC duties when his or her ability to perform at the required standards is questionable.

Tactical facility certification

An endorsement that shows a person has demonstrated the competence, qualifications, and skills required to control air traffic in a tactical environment. The ATC chief, ATCS examiner, and facility chief will ensure each person meets minimum requirements.

Tactical terrain flight training

The term applied to the three phases of the Army tactical flying program. These are low-level, contour flying, and nap-of-the-earth.

Training record

An account of training events. (An example is DA Form 3479-R).

Unapproved landing

A landing at an AAF by a nonexempt aircraft without prior permission or approval.

User

An operator of nonexempt aircraft operating at an AAF.

Using agency

A military activity for which an SUA are has been designated.

Visual flight rules conditions

Basic weather conditions prescribed for flight under visual flight rules.

Weather alternate

An airfield used as a weather alternate as prescribed by FARs or other directives.

Section III

Special Abbreviations and Terms

AAC

Army Approach Control

AAFIF

Automated Air Facilities Information File

AAML

Aircraft Airfield/heliport/helipad Mission List

AAMP

Army Aviation Modernization Plan

AAS

Airfield Advisory Service

ACS&R

Air crash, search, and rescue (ACS&R)

ACTRBS

air traffic control radar beacon system

ACZC

Airfield/Heliport/Helipad Clear Zone Chart

AD

Automatic Distribution

AFFS

Army Flight Following Service

AFTN

Aeronautical fixed telecommunications network

AGA
Aerodromes and Ground Aids

AICUZ
Air Installation Compatible Use Zone Report

AIG
Accident Investigation

AIRC
Airworthiness Committee

AIS
Aeronautical Information Service

AALAN
Army Aircraft Landing Authorization Number

AMP&MC
Airfield/heliport/Helipad Runway Marking Chart

AOC
Airspace Obstruction Chart

APCIC
Airfield/Heliport/Helipad Pavement Conditions Index Chart

APFR
Airfield/Heliport/Helipad Pavement Failure Report

APTC
Aircraft Airfield/Heliport/Helipad Pavement Type Chart

APZC
Accident Potential Zone Chart

ARMS
Aviation Resource Management Survey

ARN
Army reference number

ARTS
automated radar terminal system

ASA I&E

Assistant Secretary of the Army (Installations, Logistics and Environment)

ASAR

air route surveillance radar

AT&A

Air Traffic & Airspace

ATCA

Air Traffic Control Association

ATCAA

Air Traffic Control Assigned Airspace

ATCT

Air Traffic Control Tower

ATF

Air Traffic Facility

ATREP

Air Traffic Representative

AWOP

All Weather Operation

BNCOC

Basic Noncommissioned officers' course

CALP

Civil Air Craft Landing Permit

CAP

Civil Air Patrol

CAPC

NATO Committees (CEAC)

CAS

Civil Aviation Security

CCPC

Compass Calibration Pad Chart

CFA
Control Firing Area

COM
Communications

COMM
communications

DCSINT
Deputy Chief of Staff for Intelligence

DSN
Defense Switching Network

DSO
Data System Officer

DSS
Data System Specialist

EA
environmental assessment

ENAME
European, North Africa, Middle East

FAAO
Federal Aviation Administration Order

FAF
Final Approach Fix

FIG
flight inspection group

FIL
Flight Information List

FL
Flight Level

FONSI
Finding Of No Significant Impact

FR
ATC Facilities Request

FSS
Flight Service Station

FTM
Facility Training Manual

FTP
Facility Training Program

GP
General Planning

GPS
Global Positioning System

HIRL
High Intensity Runway Lights

HQDA
Headquarters Department of the Army

HQDAF
Headquarters Department of the Air Force

HQDN
Headquarters Department of the Navy

IAP
Initial Approach

IE
Instrument Examiner

IMC
Instrument Meteorological Conditions

IP
Instructor Pilot

JF

Joint Financing

JOG

Joint Operations Graphic

LOA

Letter of Agreement

LOP

Letter of Procedure

MALS

Medium Intensity Approach Light System

MARSA

Military Assumes Responsibility for Separation of Aircraft

MEA

Minimum Enroute Altitude

MSL

Mean Sea Level

NADIN

National Automated Data Interchange Network

NAS

National Airspace System

NASP

National Airspace System Plan

NAT

National

NATCOM

National Communications
Center

NAV

Navigation

NAVAID

Navigational Aid

NEPA
National Environmental Policy Act

NETT
New Equipment Training Team

NIMA
National Imagery and Mapping Agency

NOS
National Ocean Survey

NOTAM
Notice To Airmen

NVD
Night Vision Device

NVS
Night Vision System

OC
Obstruction Charting

OCP
Obstacle Clearance

ODALS
Omni-Directional Approach Light System

OPS
Operations

OSD
Office of the Secretary of Defense

PAPI
Precision Approach Path Indicator

PAT
Priority Air Transport

PBFA

Policy Board on Federal Aviation

PBWG

Policy Board Working Group

PEL

Personnel Licensing

PIC

Pilot in Command

RAC

Rules of the Air/Air Traffic Service

RCLS

runway centerline light system

RCMAT

Remote Control Military Air Target

RGCS

Review of the General Concept of Separation

ROA

Rules of the Air

Remotely Operated Aircraft

RPM

Revolutions per minute

RPV

Remote Piloted Vehicle

RS

Requirements Survey

SAFM

Secretary of the Army Financial Management

SAR

Search and Rescue

SAT

Satellite

SAVE

Safe Aviation Via Exceptional Service

SPAT

System Planning to the Introduction of New Aircraft Types

SUA

Special Use Airspace

TPC

Tactical Pilotage Chart

TSMCX

USACE Transportation Systems Mandatory Center of Expertise

TTP

Tactical Training Program

TWR

Tower

UAV

Unmanned Air Vehicle

UC

user charge

USAASA

U.S. Army Aeronautical Services Agency

USGS

U.S. Geological Survey

UTC

Coordinate Universal Time

VMC

Visual Meteorological Conditions

VORTAC

Very High Frequency Omni-Direction Range Tactical Navigation

VOT

Very High Frequency Omni-Direction Test

VTOL

Vertical Takeoff and Landing

WES

Waterways Experiment Station

YYMMDD

Year Month DAY (2 Digits each)

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